

ARTICLES OF A COLLECTIVE AGREEMENT

BINDING

**ASSOCIATED AMBULANCE & SERVICES
(WHITECOURT), LTD., ATHABASCA, BARRHEAD,
BOYLE, EDSON, HINTON, JASPER, NORDEGG,
RIMBEY, ROCKY MOUNTAIN HOUSE AND
WHITECOURT STATIONS**

AND

**THE HEALTH SCIENCES ASSOCIATION OF ALBERTA
(ALL AMBULANCE ATTENDANTS)**

FOR THE PERIOD

APRIL 1, 2017 TO MARCH 31, 2020

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This COLLECTIVE AGREEMENT entered into this 24th day of July 2018,

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**

in the province of Alberta
(hereinafter called the "Employer")

of the First Part

- and -

THE HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

of the Second Part

PREAMBLE

WHEREAS it is the desire of both parties to this Collective Agreement to recognize their mutual obligation to:

- (a) Provide the best possible quality of ambulance service in the service area;
- (b) Maintain a harmonious, satisfactory and productive relationship between the Employer and its Employees;
- (c) Outline in writing all agreements reached through negotiation, in matters relating to working conditions, and;
- (d) Provide an amicable method of settling any grievances which may arise between the parties.

AND WHEREAS the Employer and the Union have agreed to enter into a Collective Agreement containing the following terms and conditions of employment;

NOW THEREFORE the Parties agree as follows:

ARTICLE 1: TERM OF COLLECTIVE AGREEMENT

- 1.01 Except where specifically provided otherwise, the terms of this Collective Agreement shall be effective from the date upon which the Health Sciences Association of Alberta and the Employer exchange notice of ratification by their principals of this Collective Agreement, up to and including March 31, 2020, and from year to year thereafter unless notice, in writing, is given by either party to the other not less than sixty (60) calendar days nor more than one hundred and twenty (120) calendar days prior to the expiration date of its desire to change or amend this Collective Agreement.
- 1.02 Where notice is served by either party under the Labour Relations Code, provisions of the Collective Agreement shall continue until either:
- (a) a settlement is agreed upon and a new Collective Agreement is signed; or
 - (b) if a settlement is not agreed upon, a new Collective Agreement is signed as provided in the Labour Relations Code; or
 - (c) a settlement is reached via Interest Arbitration.
- 1.03 The Employer and the Union may agree to Letters of Understanding on specific issues throughout the life of the Collective Agreement.
- 1.04 Throughout the Collective agreement the following changes shall be understood:
- (a) When Emergency Medical Technician (EMT) was used, it shall now be called a Primary Care Paramedic (PCP); and
 - (b) When Emergency Medical Technologist was used, it shall now be changed Advanced Care Paramedic (ACP).

ARTICLE 2: DEFINITIONS

- 2.01 "ACoP" shall mean the Alberta College of Paramedics.
- 2.02 "Anniversary Date" means date upon which an Employee was awarded to a full-time position or was promoted to a full-time position whichever date is the most recent. Those Employees who do not have a full-time status will be assigned a modified date based on the annual hours of a full-time Employee.
- 2.03 "Union" shall mean the Health Sciences Association of Alberta.
- 2.04 "Basic rate of pay" is the wage applicable to an Employee exclusive of all allowances and premium payments.

- 2.05 A "Casual" is an individual who is regularly scheduled for a period of three (3) months or less for a specific job and/or is hired to work on a nonscheduled basis throughout the year or and who reports to work when called according to the needs of the Employer, and the availability of the Employee. Casual Employees shall fall under the scope of this Collective Agreement, but only as expressly provided under Article 36 of this agreement.
- 2.06 "Code" means the Labour Relations Code as amended from time to time.
- 2.07 "Emergency Medical Responder" (EMR) means a registered member who is registered in the Emergency Medical Responder area of practice, pursuant to the Health Professions Act and the Emergency Medical Technicians Regulations.
- 2.08 "Primary Care Paramedic" (PCP) means a registered member who is registered in the Emergency Medical Technician - Ambulance area of practice, pursuant to Health Professions Act and the Emergency Medical Technicians Regulations.
- 2.09 "Advanced Care Paramedic" (ACP) means a registered member who is registered in the Emergency Medical Technologist - Paramedic area of practice, pursuant to Health Professions Act and the Emergency Medical Technicians Regulations.
- 2.10 "Employee" shall mean a person who performs, on a regular basis, the job functions pertaining to any classification within this bargaining unit.
- 2.11 "Employer" shall mean Associated Ambulance & Services (Whitecourt), Ltd.
- 2.12 Singular shall include the plural and vice versa as applicable. Where a specific singular or plural is required, the Article(s) will so indicate.
- 2.13 "Full-Time Employee" shall mean one who is regularly scheduled to work the full prescribed hours as specified in Article 9 of this Collective Agreement.
- 2.14 "Gross Earnings" shall mean all monies earned by an Employee under the terms of the Collective Agreement.
- 2.15 A "month" for purpose of this Collective Agreement has been defined as the period of time between the date in one (1) month and the proceeding date in the following month.
- 2.16 "Seniority" is the length of employment from the date the current period of continuous employment commenced.
- 2.17 "Shift" is the 24hr period comprised of Core Hours, Flex Hours and On-Call Duty.
- 2.18 "Temporary Position" shall mean the appointment of an individual to a position:
- (i) for a specific job of more than three (3) months and less than twelve (12) months; or

- (ii) to replace a full-time or part-time employee who is on an approved leave of absence for a period in excess of three (3) months; or
- (iii) to replace a full-time or part-time employee who is on an approved leave due to illness or injury, or other leaves as set out in Article 20, where the employee on leave has indicated to the Employer that the duration of such leave will be in excess of three (3) months. The Union will be notified of any leaves beyond twelve (12) months.

2.19 "Tour" shall mean a regular shift rotation.

2.20 "Cost-Sharing" refers to how health plan costs are shared between the Employer and employees.

2.21 (a) "Active Duty" shall mean the hours that an Employee is required by the Employer to be at the station or site, or is dispatched or in the act of responding to, caring for, transporting a patient, or performing duties as required by the Employer.

(b) Active Duty does not include:

- (i) When an Employee chooses to stay at the station or site to utilize the Employer provided accommodation; and
- (ii) When an Employee is "on-call";
- (iii) Clean and maintain the communal living accommodations.

2.22 (a) "Shift Trade" shall mean a mutually agreed and approved exchange of shifts between two regularly scheduled Employees.

(b) "Shift give-away" shall mean a mutually approved shift that is forfeited by the Employee and given to another Employee to Work.

2.23 "Union Steward" means an Employee of the Employer designated by the Union to act as a local representative.

ARTICLE 3: RECOGNITION AND UNION BUSINESS

3.01 The Employer recognizes the Union as the sole bargaining agent for Employees covered by this Collective Agreement.

3.02 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of this Collective Agreement.

3.03 Except as otherwise specified elsewhere in this Collective Agreement, all correspondence between the parties arising out of this Collective Agreement or

incidental thereto shall pass to and from the Chief Executive Officer of the Employer or designate and a designate of the Union.

- 3.04 An Employee shall not engage in Union business during their working hours without prior approval of the Employer.
- 3.05 Any duly accredited Officer of the Union may be permitted on the Employer's premises for the purpose of transacting Union business providing prior permission to do so has been granted by the Employer.
- 3.06 A representative of the Union shall have the right to make a presentation of up to forty-five (45) minutes during the probationary period or at the orientation of new Employees with respect to the structure of the Union, as well as the rights, responsibilities and benefits under the Collective Agreement, provided, however, that attendance at the presentation shall not be compulsory and, further, that a representative of the Employer may be present at such presentation.
- 3.07 The name of the local unit representatives shall be supplied in writing to the Employer before they are recognized as an Union representative. A representative of the Union shall be entitled to leave work to carry out their functions as provided in this Collective Agreement, provided permission to leave work during working hours, and agreement on the length of time of such leave, shall first be obtained from the Operations Manager or designate. Such permission shall not be unreasonably withheld. Representatives shall suffer no loss of pay for time spent on the Employer's premises in performing such duties.
- 3.08 No persons, other than members of the bargaining unit, shall perform bargaining unit work, except for the purposes of instruction, or in an emergency, and provided it does not reduce the hours of work or pay for any bargaining unit employee.
- 3.09 Subject to operation requirements, time off granted in accordance with Article 20.02(a) & (b) shall be with pay, and the Union agrees to reimburse the employer for the total cost of the absence plus a fifteen percent (15%) administration fee.

ARTICLE 4: MEMBERSHIP AND DUES

- 4.01 Membership in the Union is voluntary.
- 4.02 Notwithstanding the provisions of Article 4.01, the Employer will deduct from the gross earnings (Exclusive of short-term and long-term Disability) of each Employee covered by this Collective Agreement an amount equal to the dues as specified by the Union, provided the deduction formula is compatible with the accounting system of the Employer. Such deductions shall be forwarded to the Union, or its authorized representative, not later than the fifteenth (15th) day of the month following and shall be accompanied by a list showing the name and classification of the Employees from whom deductions have been taken and the amounts of the deductions. Such list shall be sent electronically as per HSAA format whenever possible and shall

indicate newly hired and terminated Employees, and where the existing computer system is capable, the increment level.

- 4.03 Dues will be deducted from an Employee during sick leave with pay and during a leave of absence with pay.
- 4.04 The Union shall give not less than thirty (30) days' notice of any change in the rate at which dues are to be deducted, or notice of a Special Assessment deduction.
- 4.05 The Employer will record the amount of Union dues deducted on the T-4 forms issued to an Employee for income tax purposes.

ARTICLE 5: MANAGEMENT RIGHTS

- 5.01 The Employer reserves all rights not specifically restricted or abrogated by the provisions of the Collective Agreement.
- 5.02 Without limiting the generality of the foregoing, the Union acknowledges that it shall be the exclusive right of the Employer to operate and manage its business, including the right to:
 - (a) maintain order, discipline and efficiency;
 - (b) make, alter, and enforce, from time to time, rules and regulations to be observed by an employee which are not in conflict with any provision of this Collective Agreement;
 - (c) direct the working force and to create new classifications and work units and to determine the number of employees, if any, needed from time to time in any work unit or classification and to determine whether or not a position, work unit, or classification will be continued or declared redundant;
 - (d) hire, promote, transfer, layoff and recall;
 - (e) demote, discipline, suspend or discharge for just cause.
- 5.03 The Employer shall provide to the Union all amendments and updates to existing policies, procedures and standard operating procedures.

ARTICLE 6: RESPECT IN THE WORKPLACE

- 6.01 The Employer, Union and Employees are committed to having a safe and respectful workplace where discrimination, bullying and harassment are not tolerated.

- 6.02 The Parties agree there shall be no discrimination, bullying, harassment, coercion or interference exercised or practiced by either party in respect of an Employee by reason of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, of that Employee, nor in respect of an Employee's membership in the Union or activities of the Union and political affiliation.
- 6.03 Article 6.02 does not apply with respect to a refusal, limitation, specification or preference based on a bona fide occupational requirement.

ARTICLE 7: NO STRIKE OR LOCKOUT

- 7.01 The Union agrees that during the life of this Collective Agreement, it will not be involved in nor will it condone or authorize a strike, slowdown, stoppage of work, picketing of the Employer's premises, or refusal to perform work, and no Employee shall be involved in such action.
- 7.02 If an Employee engages in any illegal strike, slowdown, or stoppage of work during the life of this Collective Agreement, the Union shall instruct him to return to their work and perform their duties faithfully and resort to the grievance procedure established herein for the settlement of a difference or grievance. If the Employee does not return immediately, they shall then be considered terminated.
- 7.03 The Employer agrees that during the life of this Collective Agreement and/or while renewal is being negotiated, it will not sanction or authorize any lockout.

ARTICLE 8: PROBATIONARY PERIOD

- 8.01 (a) Employees shall serve a probationary period equivalent to six (6) months of regular hours of work. The probationary period will be automatically extended for any leaves of absence in excess of thirty (30) days.
- (b) A Casual Employee who attains a regular position shall be credited with maximum hours equivalent to three (3) months of hours of work, exclusive of overtime, toward the completion of the probationary period.
- (c) If a new Employee is unsatisfactory in the opinion of the Employer, such Employee may be terminated at any time during the probationary period without notice and without recourse to the Arbitration procedure.
- 8.02 The probationary period may be extended by mutual agreement in writing between the Employer and the Union. A probationary period shall not be extended more than once. During the extended period, the Employee shall be given feedback monthly regarding their performance, and if in the opinion of the Employer, the Employee is found to be unsatisfactory, they may be terminated without notice and without recourse to the Arbitration procedure.

- 8.03 (a) The Employer shall provide an evaluation to each probationary Employee prior to the completion of their probationary period. If after fair review, the Employee is found to be unsatisfactory, they may be terminated without notice and without recourse to the Arbitration procedure, provided the decision is made in good faith and is not arbitrary or discriminatory.
- (b) If no written evaluation is complete prior to the completion of the probationary period, the probation shall be deemed to have been successfully completed.

ARTICLE 9: HOURS OF WORK AND SHIFT SCHEDULES

9.01 Regular hours of work for full-time Employees shall be:

- (a) Employees shall work a ten (10) hour shift consisting of a minimum one (1) core hour, nine (9) flex hours, and fourteen (14) on-call hours, with the employee being available for immediate response from within the community during core, flex and on-call hours. An employee shall be compensated for ten (10) hours at their basic rate of pay plus fourteen (14) hours on-call if less than ten (10) hours of active duty including the core hours in a twenty-four hour period.
- (b) Employees shall work a four (4) day on four (4) day of shift rotation
- (c) Annual hours of work for full-time Employees will be one thousand eight hundred and twenty-five (1825) hours.

9.02 Core duty hour shall mean the hours of duty in which the employee is required to be on-duty at the work place in a twenty-four (24) hour period. Core hours shall be a minimum of one (1) hour and may be negated if it directly incurs overtime or will interfere with fatigue management.

9.03 Flex hours shall mean the hours on duty in excess of the core duty hour.

9.04 Paid hours of work will be compensated as set out in the Article 27 (Salaries) and the Salaries Appendix.

9.05 Employees may exchange shifts, and/or days off, providing that such Employees are qualified to do each other's duties; and

- (a) Employees submit the request, giving reasonable notice; and
- (b) the Employer approves the exchange; and
- (c) operational efficiency is not disrupted; and
- (d) there is no increased cost to the Employer; and

- (e) the shift schedule shall be amended by the Employer to reflect the shifts being exchanged; and
- (f) such requests are not open ended; and
- (g) the exchange is completed within three (3) pay periods.

Such requests shall not be unreasonably denied, as mutually agreed. Should such request be denied, reasons in writing shall be provided upon request.

- 9.06 For the purpose of managing fatigue, where an employee, in the act of responding to, caring for, transporting a patient, or performing routine duties required by the Employer, works more than fourteen (14) hours of Active Duty in a twenty-four (24) hour period, they shall be entitled to a minimum of eight (8) consecutive hours of rest, before recommencing Active Duty, without loss of earnings. After a minimum of eight (8) consecutive hours of rest, the twenty-four (24) hour period is reset. All hours worked above fourteen (14) hours of Active Duty, not already paid at the overtime rate, within that same twenty-four (24) hours period shall be paid at two times (2X) their basic rate of pay.

In any event, the Employer shall endeavor to manage fatigue once an employee has worked twelve (12) hours and has identified issues with their supervisor. The Employee shall actively participate in their fatigue management.

9.07 Schedule Posting and Schedule

- (a) Unless otherwise agreed between the Employer and the Union, shift schedules shall be posted a minimum of twelve (12) weeks in advance. If a shift schedule is changed after being posted, the affected employees shall be provided with fourteen (14) calendar days' notice of the new schedule. The Employer shall provide the Union with a copy of a shift schedule upon request.
- (b) Except in cases of emergency or by mutual agreement between the Employer and the employee:
 - (i) Unless an employee is given at least fourteen (14) calendar days' notice of a change of their scheduled day(s) off, they shall be paid two times (2X) their basic rate of pay for all hours worked on such day(s) unless the change is at the employee's request.
 - (ii) If, in the course of a posted schedule, the Employer changes the employee's shift start time by two (2) hours or more, they shall be paid at the rate of two times (2X) their basic rate of pay for all hours worked on this shift unless fourteen (14) calendar days' notice has been given.

- 9.08 (a) In the event that a casual employee reports for work as scheduled and is required by the Employer not to commence work, they shall be compensated for that inconvenience by receiving three (3) hours pay at their basic rate of pay.
- (b) Such Employee shall be reimbursed for the cost of reasonable, necessary and substantiated transportation expenses for a one-way trip of greater than fifty (50) kilometers paid in accordance with Article 31.02, to a maximum of one hundred dollars (\$100) per occurrence.

9.09 Shift Giveaways

- (a) Shift giveaways may be approved provided that:
- (i) There is no overtime cost to the Employer; and
 - (ii) The shift giveaway is within the same classification.
- (b) The employee requesting the shift giveaway will provide the Employer with a minimum of forty-eight (48) hours' notice prior to the requested shift give away.
- (c) Employees shall be allowed two (2) shift giveaways per month and up to a maximum of twelve (12) shifts in a calendar year.
- (d) Shift giveaway can only be done once all vacation has been allocated or used and in compliance with Article 15.08.
- (e) Management reserves the right to approve or deny any request for shift giveaway based on operational requirements. Such request shall not be unreasonably denied. Should such request be denied, reasons in writing shall be provided upon request.

ARTICLE 10: OVERTIME

- 10.01 Overtime is all time authorized by the Employer and worked by an Employee in excess of their regularly scheduled hours in a twenty-four (24) hour shift. Calculation of overtime will be rounded to the nearest fifteen (15) minutes.
- 10.02 Overtime will be paid at two times (2X) the Employee's basic hourly rate. This overtime payment will cease and the Employee's basic rate will apply at the start of their next regularly scheduled shift. If Active Duty starts prior to shift end and continues past new shift start, overtime will cease once the crew returns to the base station or once they are tasked to a new event.
- 10.03 Full-Time employees may agree to work shifts outside their normal shift schedule at regular rate of pay. Casuals shall have first priority as per company policy.

- 10.04 Should a permanent or temporary Employee be mandated to report to work on a scheduled day off, excluding reasonable shift overrun.
- (a) The Employer shall be responsible for all non-refundable costs related to vacation or travel. Employees making a claim under Article 10.04(a) may be required to provide proof of the loss and demonstrate attempts to mitigate their loss.
 - (b) If mandated time exceeds ten (10) hours, one (1) day off in lieu without pay shall be provided before the Employee's next scheduled shift.

ARTICLE 11: ON-CALL DUTY

- 11.01 Ambulance employees shall be required to perform on-call duty.
- 11.02 The term "on-call duty" shall be deemed to mean any period during which an employee is not on regular duty and during which the employee is on-call and must remain fit for duty and be available to respond without undue delay to any request to return to duty.
- 11.03 For the scheduled on-call as noted in Article 9.01, all employees will be compensated at the rate of three dollars a (\$3.50) for each hour that they perform on-call duty.
- 11.04 An Employee who is called back to duty after completion of hours in accordance with Article 9.01, all hours worked during the call-back will be at two times (2X) the regular rate of pay, for a minimum two (2) hours or for the total hours worked, whichever is greater. Should the Employee receive another call-back within the time-frame of the first call-back, it shall be considered continuous with the first call-back. An employee called back to duty shall be permitted to leave when normal conditions have been restored.
- (a) When the Employee is dispatched for immediate response, the call-back starts at the time of dispatch.
 - (b) When the Employee is dispatched for a designated time in the future, the call-back starts at the time the ambulance is enroute to the call.
- 11.05 When an employee is supplied with a communication device by the Employer for the purpose of on-call duty, there shall be no cost to the employee for the use of the communication device. It is expected that the Employees will hand over all necessary communication device(s) and/or equipment and supplies at the shift change and shall be paid a maximum of fifteen (15) minutes of active duty at the applicable rate.

11.06 An employee who is mandated by the Employer to report for duty on a scheduled day off shall be reimbursed for reasonable, necessary and substantiated transportation expenses and, if the employee travels for such purpose by private motor vehicle, reimbursement shall be at the rate of at least fifty four cents (\$0.54) or the kilometrage rate paid by the Government of Alberta, whichever is higher, per kilometer from the employee's residence and return. In those situations where Employer policy requires that the employee use a taxi for call-back purposes, should the employee commence their regular shift during the call-back, the Employer will pay the taxi fare from the site to their place of residence upon completion of the shift providing the employee uses this mode of transportation.

ARTICLE 12: SPECIAL ASSIGNMENTS

12.01 The following functions shall be considered as straight time assignments:

Municipal Parades	Local School Events
Teaching	Trade/Education Fairs
Committee Work	Team Leader Meetings
Bike Squad	Concerts
Mall Displays	Rodeos/Equestrian Events
Auto Races	Car Seat Clinics
Sporting Events	

An employee, at the request of the Employer, may volunteer to work at any of the above functions. An employee volunteering to work at any of the above functions shall be compensated at their regular rate of pay, and the overtime Articles shall not apply. Should any employee not wish to volunteer to work at any of the above functions, such wishes shall not be held against them.

ARTICLE 13: PROMOTIONS, TRANSFERS AND VACANCIES

13.01 **Vacancies**

- (a) The Employer shall post all vacancies, including Temporary Positions as defined in Article 2.18, in a manner that is accessible to all employees for not less than eight (8) calendar days, and not more than twelve (12) calendar days.
- (b) When circumstances require the Employer to fill a vacancy before the expiration of eight (8) calendar days, the appointment shall always be made on a relief basis only.
- (c) Vacancies shall be filled through a single competition, and selection shall be made whenever possible from within the bargaining unit.
- (d) The notice of posting referred to in Article 13.01 (a) shall contain the following information:
 - (i) relevant duties of the position;

- (ii) relevant qualifications required;
 - (iii) hours of work;
 - (iv) status of position, and expected term if a temporary position.
 - (e) The Employer shall forward to the Local Unit Chair copies of the posting of vacancies of all positions within the bargaining unit as outlined in Article 13.01 (a) within three (3) calendar days of the posting.
 - (f) The name of the successful applicant shall be given to the Local Unit Chair in writing within three (3) calendar days of the appointment.
- 13.02 All applications for transfer or promotion shall be made to the Employer in accordance with established practices.
- 13.03 Applicants for transfer and/or promotion shall be informed in writing of their acceptance or rejection within ten (10) calendar days of the date of the appointment.
- 13.04 In making promotions and filling vacancies seniority within the Bargaining Unit shall be the determining factor providing that the following conditions are met:
- (a) the applicant has an employment record free of any discipline and;
 - (b) has an acceptable attendance record as per the employer policy;
 - (c) has all the required and mandatory clinical competencies related to the position;
 - (d) has an acceptable driving record as per the employer policy;
 - (e) the applicant's performance for the previous 12 months has been adjudged satisfactory by the Employer.
- 13.05 Upon request, the Employer shall provide unsuccessful candidates the reasons why they were not successful.
- 13.06 (a) All transfers and promotions shall be on a trial basis. The transferred or promoted Employee will be given a trial period equivalent to three (3) months of regular hours of work in which to demonstrate their ability to perform the new task to the satisfaction of the Employer. Should such Employee fail to succeed during the above-mentioned trial period, or choose to leave the new task, the Employer will make a sincere effort to reinstate the Employee in their former position without loss of seniority or, if such reinstatement is not possible, place the Employee in another suitable position at the same location, where possible, without loss of seniority and at a rate of pay equivalent to that of their former position.

- (b) When a permanent Full-time Employee is awarded a permanent full-time position in another station, the vacant position shall be posted as a Temporary-to-Permanent position, for three (3) months, to provide the ability of the vacating Employee to revert to their original position during the trial period, in accordance with Article 13.06(a). Should the vacating Employee not return to the original position within the Trial Period, then the Employee in the Temporary-to-Permanent position will have the right to accept the position as a permanent position without further posting.

13.07 When an Employee is promoted to a classification to which is assigned a higher salary scale, the salary of such promoted Employee shall be advanced to that step in the new scale which is next higher than their current rate or to the step which is next higher again, if such salary increase is less than the Employee's next normal increment on the former salary scale, with a minimum move to Step 1. In the event that a promoted Employee is at the last increment in the scale for the classification held prior to the promotion, their salary shall be advanced to that step in the scale which is next higher than their current rate or, if such salary increase is less than the Employee's last normal annual increase, they shall be advanced to the step which is next higher again in the scale.

13.08 An Employee's anniversary date for the purpose of an annual increment shall not be changed as a result of a promotion.

13.09 When, because of inability to perform the functions of a position, or by request, an Employee is transferred to a lower-rated classification, their rate will be adjusted immediately to that step in the scale where they would have been positioned had they been retained in the lower-rated classification from commencement of employment.

13.10 When, because of inability to perform the functions of a position due to illness or injury, an employee accommodated into a classification to which is assigned a lower salary scale, they shall move to the pay step of the lower salary scale that is closest to but not higher than their present Basic Rate of Pay.

13.11 Temporary Positions

- (a) When a full-time employee accepts a temporary position, they will be eligible to return to their former position upon completion of the term appointment.
- (b) Temporary positions may end before their initial anticipated ending date. In such case, the incumbent they will be eligible to return to their former position upon completion of the term appointment.
- (c) Temporary positions may be extended by mutual agreement between the Employer and the Union. Such agreement shall not be unreasonably withheld.

- (d) During the term of the temporary position, the incumbent employee shall not be eligible to apply for other temporary positions that commence before the current temporary position ends unless otherwise mutually agreed between the employee and the Employer.
 - (e) Where a full-time or casual employee is in a temporary position of twelve (12) months or greater and should this position become permanent, the permanent position shall be offered to the current incumbent without requirements under Article 13.01. If the incumbent refuses the position, it shall be posted and the incumbent shall return to their former position.
- 13.12 Permanent PCPs shall be allowed to change status to casual upon written request and shall remain at their current step on the Salary Scale.
- 13.13 Notwithstanding Article 27.02 (c), permanent ACPs shall be allowed to change status to casual upon written request and shall be placed on the Casual ACP of the Salary Scale. Should they already be above that pay step, their wage shall be Red Circled.
- 13.14 Notwithstanding Article 13.06, permanent employees must remain a minimum of twelve (12) months in their current permanent position before they can obtain a lateral transfer into another position within the Bargaining Unit, unless mutually agreed.
- 13.15 Where a vacancy for a temporary position has been filled by the appointment of a Casual Employee, and, where, at the completion of the expected term of the temporary position, the Employer decides that the employee is no longer required in that position, they shall be reinstated to casual status and shall remain at their current step on the Salary Scale in accordance with Article 13.11 and 13.12.
- 13.16 Where a casual Advanced Care Paramedic accepts a Temporary position, they shall be put on the appropriate step of the Advanced Care Paramedic salary scale in accordance with Articles 27.02(b) and 27.05, for the duration of the temporary position.

ARTICLE 14: RESPONSIBILITY PAY

- 14.01 When an Employee agrees to be assigned duties as Acting Supervisor the Employee shall be paid an additional two dollars (\$2.00) per hour.
- Should any employee not wish to work as Acting Supervisor, such wishes shall not be held against them.
- 14.02 When an Employee agrees to be assigned duties as Acting Supervisor, the employee shall be provided with a Employer supplied cellular phone.
- 14.03 Should an Employee accept a Temporary out-of-scope position which requires them to perform the full extent of an out-of-scope position, including tasks related to Article 23, the Employee shall be paid as per the Employer's out-of-scope pay scale. While

the Employee is out-of-scope, they shall not benefit from any terms and conditions of the Collective Agreement, including Seniority. Upon completion of the assignment, the Employee shall be returned to their former position. The return date shall be the Employee's new seniority date. Upon return to former position a new seniority date will be calculated not inclusive of time served in out-of-scope position.

ARTICLE 15: VACATIONS WITH PAY

15.01 Vacation Entitlement

The rate at which vacation is earned shall be governed by the total length of such employment as follows:

- (a) during the first and second year of employment, Employee shall earn a vacation entitlement of one hundred (100) paid hours per year;
- (b) during the third and fourth year of employment, Employee shall earn a vacation entitlement of one hundred and twenty (120) paid hours per year;
- (c) during the fifth and sixth year of employment, Employee shall earn a vacation entitlement of one hundred and fifty (150) paid hours per year;
- (d) during the seventh and ninth year of employment, Employee shall earn a vacation entitlement of one hundred and eighty (180) paid hours per year;
- (e) during the tenth and subsequent years of employment, Employee shall earn a vacation entitlement of two hundred (200) paid hours per year.

15.02 Employees shall receive their vacation entitlement April 1st every year and such entitlement shall be based upon the length of service on the preceding year. If length of service is less than 1 (one) full calendar year such entitlement shall be prorated.

- 15.03
- (a) The Employer shall post a notice of entitlement in January of each year that includes the Employees' vacation entitlement and a deadline for submission of vacation requests. Employees are required to request at least seventy-five percent (75%) of their annual vacation entitlement on their annual vacation submission.
 - (b) The Employer shall approve or deny all vacation requests no later than 4 weeks following the deadline for submission.
 - (c) All vacation requests shall be approved to the extent that operational requirements permit and shall not be unreasonably denied.
 - (d) Seniority shall be considered when there is a dispute regarding preference for the time that vacation is to be taken.

- (e) In expressing their vacation preferences between December 15 and January 2, employees will have the right to exercise their seniority rights only every other year as per Article 15.03(a).

- 15.04 All other requests for vacation submitted after the submission deadline will be considered on a first come first serve basis. These requests will be approved or denied within four (4) weeks of the request being submitted.
- 15.05 Once an Employee has committed to use one complete tour of vacation, the Employer may grant an employee's request to divide the employee's vacation. Such request shall not be unreasonably denied.
- 15.06 Unless given four (4) weeks advance notice of an alteration to their scheduled vacation period, an employee required by the Employer to work during their vacation period will receive two times (2X) their basic rate of pay for all hours worked. This premium payment will cease and the employee's basic rate of pay will apply at the start of their next regularly scheduled shift. The time so worked will be rescheduled as vacation leave with pay to be added to the vacation period, at a mutually agreed later date.
- 15.07 When an employee's approved vacation is cancelled by the Employer, the Employer shall be responsible for all non-refundable costs related to the cancellation of the vacation. Employees shall make every effort in order to mitigate losses.
- 15.08 Employees may request to carry forward a maximum of (1) one tour of vacation. Such request shall not be unreasonably denied. All remaining vacation hours not utilized in a vacation year will be paid out in the first two (2) pay period following the end of the fiscal year.
- 15.09 Once vacation has been approved, the employee cannot cancel with less than thirty (30) days' notice unless extenuating circumstances.

ARTICLE 16: NAMED HOLIDAYS

- 16.01 (a) Permanent and Temporary Employees shall be compensated for the following Named Holidays based on basic rate of pay:
 - New Year's Day
 - Family Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - August Civic Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
- (b) And all general holidays proclaimed by any of the following: a Municipal Government, the Province of Alberta, or the Government of Canada.

- 16.02 To qualify for a named holiday with pay, the Employee must:
- (a) Work their scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer; and
 - (b) Work on the holiday when scheduled or required to do so.
 - (c) Refrain from using Article 9.10 immediately preceding, on the day or following a named Holiday.
- 16.03 An Employee obliged in the course of duty to work on a named holiday shall be paid for all core and flex hours on a named holiday at two times (2X) their basic rate in addition to Article 16.01 and subject to Article 16.02.
- 16.04 (a) Where the major portion of the shift falls within the named holiday the shift in its entirety will be deemed to be paid in accordance with Article 16.03.
- (b) Where the shift starts at noon, the Named Holiday pay shall be paid on the day the shift starts.
- 16.05 When a named holiday falls during an Employee's annual vacation:
- (a) Such holiday(s) shall be considered day(s) in lieu and such day(s) shall not be debited from the Employees vacation bank and;
 - (b) Shall be used on the first scheduled shift preceding or following the vacation.
- 16.06 No payment shall be due for a named holiday which occurs during:
- (a) a layoff; or
 - (b) all forms of leave during which an Employee is not paid; or
 - (c) an Employee is receiving paid sick leave, Workers' Compensation benefits, short term disability, or long term disability income.
- 16.07 In addition to Named Holidays in Article 16.01 each Full-Time Employee shall have one (1) Floater Day that may be utilized as a day in lieu. The Floater Day will be made available January 1st of each year and if not used will be paid out after December 31 of that same year.

ARTICLE 17: SICK LEAVE

- 17.01 (a) Sick leave is provided by the Employer for any illness, quarantine by a Medical Officer, or because of an accident for which compensation is not payable under *The Workers' Compensation Act*.

- (b) The Employer recognizes that alcoholism, drug addiction and mental illness, are illnesses which can respond to therapy and treatment, and that absence from work due to such therapy shall be considered sick leave.
- 17.02 When an Employee has completed their probationary period they shall be allowed a credit for sick leave computed from the date of employment at the rate of one (1) day for each full month of employment up to a maximum credit of twelve (12) days provided however, that an Employee shall not be entitled to apply sick leave credits prior to completion of their probationary period.
- 17.03 (a) An Employee granted sick leave shall be paid for the period of such leave at their basic rate of pay, and the number of hours thus paid shall be deducted from their accumulated sick leave credits up to the total amount of the Employee's accumulated credits at the time sick leave commenced.
- (b) When an employee becomes ill during a shift, all worked hours shall be paid. The employee shall receive sick leave credits for the remaining hours of the shift in accordance with Article 17.03.
- (c) When an employee becomes ill shortly before or during their on-call period the Employer may request satisfactory proof of illness.
- 17.04 Subject to the requirement of the benefit provider, the eligibility for Short Term Benefits will be no less than (5) five calendar days.
- 17.05 In the event that a Short-Term Disability claim is denied despite the sick leave being supported by a Physician; the Employee shall be credited sick time for up to the maximum available within the employee's sick bank as per Article 17.02.
- 17.06 Employees may be required to submit proof satisfactory to the Employer of any illness, non-occupational accident, quarantine or for valid reasons. Such reason shall be explained to the Employee at the time of the request. Such request shall be made as soon as reasonable after being notified of the illness. The Employer shall be responsible to reimburse the cost of such proof of illness.
- 17.07 When an Employee has accrued the maximum sick leave credit of twelve (12) days, they shall no longer accrue sick leave credits until such time as their total accumulation is reduced below the maximum. At that time they shall recommence accumulating sick leave credits.
- 17.08 (a) Sick leave pay shall not be granted during any unpaid leave of absence, any period for which the Employee is entitled to short or long term disability coverage. Sick leave pay shall be granted for complications which may arise from a pregnancy before and after completion of maternity leave.
- (b) Notwithstanding the provisions of Article 17.06(a), should an employee demonstrate to the satisfaction of the Employer that the Employee was admitted to hospital as an "in patient," during the course of their vacation, they

shall be considered to be on sick leave for the period of hospitalization and subsequent period of recovery provided they notify their Employer upon return from vacation and provides satisfactory proof of their hospitalization. Vacation time not taken as a result of such stay in the hospital shall be rescheduled to a mutually agreeable time.

- (c) Should an employee become eligible for short term or long term disability benefit and such leave encroaches upon the employee's scheduled vacation, the employee's vacation shall be rescheduled at a later mutually agreeable time.

17.09 Upon termination of employment or transfer to casual status, all sick leave credits shall be cancelled and no payment shall be due.

17.10 Sick leave credits shall not accrue during periods of illness, injury, and/or unpaid leaves of absence in excess of thirty (30) days.

17.11 (a) Employees are encouraged to schedule routine personal medical appointments outside of working hours. When this is not possible, the employee shall obtain prior authorization at least twenty-four (24) hours in advance of the appointment. Such request shall be granted when operationally feasible. Such absence shall be charged against their accumulated sick leave credits.

- (b) When an employee must attend a non-routine, unforeseen and emergent qualifying appointment which include dental, chiropractic, or medical appointments which can't be booked on personal time, the employee shall endeavor to obtain prior authorization at least twenty-four (24) hours in advance of the appointment. Requests for authorization to attend a qualifying appointment less than twenty-four (24) hours' notice shall not be unreasonably denied.

Such absence shall be neither charged against their accumulated sick leave, nor shall they suffer any loss of income provided such absence does not exceed two (2) hours during one (1) work day. If the absence is longer than two (2) hours, the whole period of absence shall be charged against their accumulated sick leave.

Employees may be required to submit satisfactory proof of such appointment.

Personal Leave

17.12 Employees shall be permitted to use up to a maximum of two (2) days per calendar year (or one half (1/2) of their available sick days whichever is less) for Personal leave per calendar year. Under extenuating circumstances, Employees can use the totality of their current sick day bank.

17.13 Employees shall request such days as far in advance as possible. These days are for the purpose of attending to personal matters and family responsibilities, including, but not limited to attending appointments with family members.

In these circumstances, the Employer shall approve Personal Leave requests to the extent that operational requirements permit. Such requests shall not be unreasonably denied. Where approval is denied, the Employer will respond in writing and reasons shall be given.

Any request for leave that exceed what is available in the employee sick bank shall be subject to the provisions of Article 20.01.

Personal Leave shall not be used for time off due to illness or workplace injuries and will not be permitted for the extension of time off.

ARTICLE 18: WORKERS' COMPENSATION

- 18.01 (a) An employee who is incapacitated and unable to work as a result of an accident sustained while on duty in the service of the Employer within the meaning of the Worker's Compensation Act shall apply for Worker's Compensation benefits.
- (b) An employee in receipt of such benefits shall keep the Employer informed regarding the status of their WCB claim and shall provide any medical or claim information that may be required by the Employer.
- (c) An employee in receipt of Worker's Compensation Benefits shall be deemed to be on a leave of absence without pay.
- (d) An employee in receipt of Worker's Compensation Benefits shall:
- (i) be deemed to remain in the continuous service of the Employer for purposes of prepaid health benefits and salary increments Employee will be responsible for the Employee portion of Benefit Premiums;
 - (ii) accrue vacation credits and sick leave for the first (1st) month of such absence.
- 18.02 (a) An employee who has been on Worker's Compensation and who is certified by the Worker's Compensation Board to be fit to return to work and who is:
- (i) capable of performing the duties of their former position shall provide the Employer with two (2) weeks written notice, when possible, of readiness to return to work. The Employer shall reinstate the employee in the same classification held by him immediately prior to the disability with benefits that accrued to him prior to the disability;
 - (ii) incapable of performing the duties of their former position, shall be entitled to benefits they are eligible for under Sick Leave or Short-Term Disability or Long Term Disability, in accordance with Article 17 or Article 19.

ARTICLE 19: EMPLOYEE BENEFIT PLANS

19.01 Full-time or other eligible Employees, shall be entitled to the following benefits in this Article which shall be compulsory for all eligible Employees. Eligibility for benefits will commence once an Employee has completed three (3) months and have completed/submitted the paperwork.

19.02 In addition to the Canada Pension Plan, every Permanent Employee is eligible to join the Group RRSP-DPSP Plan and the Employer shall make contributions to such Plan in accordance with the provisions of the Plan. Eligibility for the Group RRSP-DPSP Plan is completion of six (6) months. The ratio of matched contribution is dependent on length of service and each ratio is mandatory.

- 2 % of regular base salary – 6 months to 5 years of service
- 3 % of regular base salary – 5 years to 8 years of service
- 4 % of regular base salary – Over 8 years of service

Employees can contribute more than their percentage for RRSP contributions, but it is not matched by the Employer. The DPSP contributions are vested for 1 year. After this time the employee has no access to the DPSP contributions as it is a pension.

19.03 (a) The Employer shall pay one hundred (100%) percent of all premiums for the following benefits:

- (i) Dental Plan;
- (ii) Alberta Health Care Plan, where applicable – if the Plan should be reinstated, will be funded at the former rates of \$44 for single and \$88 for family;
- (iii) Group Life Insurance Plan;
- (iv) Extended Health Care Plan;
- (v) Employee Assistance Plan;
- (vi) Dependent Life Insurance Plan.
- (vii) Accidental Death and Dismemberment.

(b) The Employees will be one hundred percent (100%) of all premiums for the following benefits:

- (i) Short Term Disability (weekly indemnity) Benefit Plan; and
- (ii) Long Term Disability Plan.

19.04 The Employer reserves the right to change plans and insurers provided the level of coverage does not fall below current levels. HSAA shall be consulted before such changes are implemented.

19.05 The decision to extend coverage for any particular claim rests exclusively with the benefit provider and, where the Employer has complied with all of their requirements regarding a claim, such decision will not be the subject of the Grievance Arbitration process.

ARTICLE 20: LEAVES OF ABSENCE

20.01 General Policies Covering Leaves of Absence

- (a) An application for leave of absence shall be made, in writing, to the Employer as early as possible. The application shall indicate the desired dates for departure and return from the leave of absence. The Employer will notify employees within ten (10) business days from receipt of their application, as to the status of their request. Where approval is denied for any Leave of Absence, the Employer will respond in writing and reasons shall be given.
- (b) An employee who has been granted leave of absence of any kind and who overstays such leave without permission of the Employer shall be deemed to have terminated their employment unless a justifiable reason can be established by the employee.
- (c) Except as provided in Article 20.01(d), where an employee is granted a leave of absence of more than a month's duration, and that employee is covered by any or all of the plans specified in Article 19, that employee may, subject to the Insurer's requirements, make prior arrangement for the prepayment of both the employer and employee premiums for the applicable plans at least one (1) pay period in advance. The time limits as provided for in this Article may be waived in extenuating circumstances.
- (d) For the portion of Maternity Leave during which an employee has a valid health-related reason for being absent from work and who is in receipt of sick leave, STD or LTD, benefit plan premium payments shall be administered in the same fashion as an employee absent due to illness.
- (e) The employee shall continue to accrue sick leave and vacation entitlement during the leave of absence to the end of the month in which the leave begins.
- (f) Leave of absence with or without pay may be granted to an employee at the discretion of the Employer and the employee shall not work for gain during the period of leave of absence except with the express consent of the Employer.
- (g) An employee absent on any approved leave shall be reinstated by the Employer in the same position, classification, salary and location held immediately prior to taking such leave or be provided with alternate work of a comparable nature.

This Article does not apply to employees changing their scope of practice such as from PCP to ACP. In such case, the employee shall be offered a casual position in the new classification in accordance with Article 13.12.

- (h) Where any leave of absence including LTD, STD and WCB exceeds one (1) month, an employee's increment date shall be adjusted by the amount of time that the leave of absence exceeds thirty (30) days, and the new increment date

shall prevail thereafter.

- (i) An Employee who has been on any extended Leave of Absence for a period of six (6) months or longer shall be provided with a minimum of two (2) shifts for re-orientation, and re-familiarization.

20.02 Union Business

- (a) Insofar as the regular operation of the Employer will permit, employees may, upon not less than fourteen (14) calendar days' notice, be granted a leave of absence with pay as per Article 3.09, to attend business meetings, schools, seminars and conventions in connection with Union affairs.
- (b) A maximum of four (4) representatives of the Union shall be granted time off with pay as per Article 3.09 in order to participate in Collective Bargaining with the Employer or its Bargaining Agent. The Union shall give consideration to the Employer's operations when appointing bargaining committee members.
- (c) The local unit representative or their alternate shall, subject to operational requirements, be allowed time away from assigned duties without loss of regular pay to carry out their functions as provided in this Collective Agreement. The local unit representative shall obtain permission for such leave from the Operations Manager or their designate.

20.03 Parental Leave

- (a) An employee who has completed their probationary period shall, upon their written request, be granted Maternity Leave to become effective six (6) weeks immediately preceding the date of delivery or such shorter period as may be requested by the employee, provided that they commence Maternity Leave no later than the date of delivery.
- (b) The employee shall provide the written request six (6) weeks prior to the requested commencement date of Maternity Leave, understanding that in some circumstances the full six (6) week requirement cannot be fulfilled. Maternity Leave shall be without pay and benefits except for the portion of Maternity Leave during which the employee has a valid health-related reason for being absent from work and is also in receipt of sick leave, STD, or LTD. Maternity Leave shall not exceed eighteen (18) months unless an extension is granted by the Employer. The Employee must declare prior to the start of their Maternity Leave if their desire the leave to be greater than twelve (12) months. Request for an extension shall not be unreasonably denied. Such extension, when granted, shall not exceed an additional six (6) months.
- (c) A pregnant employee, whose continued employment in their position may be hazardous to them or to their unborn child in the written opinion of their physician, may request a transfer to a more suitable position if one is available. Where no suitable position is available, the employee may request Maternity

Leave as provided by Article 20.04(a) if the employee is eligible for such leave. In the event that such Maternity Leave must commence in the early stages of pregnancy which results in the need for an absence from work longer than eighteen (18) months, the employee may request further leave without pay as provided by Article 20.01.

- (d) A parent-to-be who has completed their probationary period shall, upon their written request, be granted an unpaid leave to commence two (2) weeks prior to the delivery or such shorter period as may be mutually agreed between the employee and the Employer. Such leave shall be without pay and benefits and shall not exceed thirty-seven (37) weeks. The parent -to-be shall provide the written request six (6) weeks prior to the requested date of commencement of the Leave of Absence.
- (e) An employee absent on Parental Leave or Maternity Leave shall provide the Employer with four (4) weeks' written advance notice of their readiness to return to work following which the Employer will reinstate them in the same position held by their immediately prior to taking such leave and at the same step in the salary scale or provide their with alternate work of a comparable nature at not less than the same step in the salary scale and other benefits that accrued to their up to the date they commenced the leave.
- (f) Notwithstanding the provisions of Article 19.03(a), an employee may make prior arrangements with the Employer to prepay the full cost of benefits premiums (employer and employee portion) as per Article 20.01(c) of the Collective Agreement.

20.04 Adoptive Parent Leave

- (a) An employee who has completed the probationary period shall be granted leave of absence without pay and benefits for a period of up to twelve (12) months in duration for the purpose of adopting a child provided that:
 - (i) the employee makes written request for such leave at the time the application for adoption is approved and keeps the Employer advised of the status of such application; and
 - (ii) the employee provides the Employer with at least one (1) day's notice that such leave is to commence.
- (b) Notwithstanding the provisions of Article 19.03(a), an Employee on Adoptive Parent Leave may make prior arrangements with the Employer to prepay the full cost of benefits premiums (employer and employee portion) as per Article 20.01(c) of the Collective Agreement.

20.05 Paternity and Adoptive Paternity Leave

Paternity leave of up to two (2) consecutive working days with pay may be granted upon the written request of an employee to enable such employee to attend to matters directly related to the birth or adoption of their child. Additional paternity leave, without pay, may be granted.

20.06 Educational Leave

An employee may request an educational leave with or without pay. All educational leave granted with pay by the Employer must demonstrate a benefit to the organization.

- (a) The parties to this Collective Agreement recognize the value of continuing education for each employee and recognize that continuing education may be deemed necessary for employees covered by this Collective Agreement and recognize that the responsibility for such continuing education lies not only with the individual but also with the Employer.
- (b) A paid leave of absence and/or reasonable expenses may be granted to an employee at the discretion of the Employer to enable the employee to participate in education programs.
- (c) Should the Employer direct an employee to participate in a specific program, such employee shall be compensated in accordance with the following:
 - (i) For program attendance on regularly scheduled working days, the employee shall suffer no loss of regular earnings.
 - (ii) For hours in attendance at such program on regularly scheduled days off, the employee shall be paid at their basic rate of pay to a maximum of ten (10) hours per day.
 - (iii) Travel time and mileage outside of normal travel to work, shall be paid at the applicable rate of pay, should the distance be greater than 50km one way.
 - (iv) The Employer will pay the cost of the course including tuition fees, reasonable travel and subsistence expenses as per Article 31 subject to prior approval.
- (d) While on educational leave without pay,
 - (i) An employee shall not accrue sick leave or vacation credits unless such leave is less than thirty (30) days;
- (e) The Employer may enter into a Return of Service Agreement with an employee for the purposes of sponsoring educational opportunities in exchange for a

defined period of return of service by the employee. Such Agreement shall be approved by the Union prior to employee sign-off and the Union shall make all reasonable efforts to support these initiatives.

20.07 Bereavement Leave

- (a) Bereavement leave with pay of:
- (i) five (5) consecutive working days shall be granted in the event of the death of a member of the employee's immediate family. Upon request, the employee may be granted additional leave of absence without pay. Immediate family of the employee is defined as spouse, parent, child, brother, sister, grandchild, fiancé. Step-parent, step-children, step-brother, and step-sister, shall be considered as members of the employee's immediate family. "Spouse" shall include common-law or same-sex relationship and shall be deemed to mean a man or woman who resided with the employee and who was held out publicly as their spouse for a period of at least one (1) year before the death.
 - (ii) three (3) consecutive working days shall be granted in the event of the death of the following members of the employee's family (i.e. mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent-in-law, brother-in-law, sister-in-law, legal guardian grandparent, niece and nephew).
- (b) Bereavement leave (unpaid) shall be extended for travel at the following rate:
- 200 km to 500 km each way - 1 day
 - 501 km and over each way - 2 days
- (c) Notwithstanding the provisions of Article 20.07 (a) and (b), where special circumstances exist, an employee may request that bereavement leave be divided into two periods. Such request is subject to the approval of the Employer. In no circumstances however shall an employee be eligible for more days off with pay than they would have been eligible to receive had bereavement leave been taken in one undivided period.
- (d) In the event of the death of another relative or friend, the Employer may grant time off without pay to attend the funeral service.

20.08 Compassionate Care Leave

- (a) An employee with a qualified relative in the end stage of life shall be entitled to a leave of absence without pay but with benefits (in accordance with the provisions set forth by the benefit provider) at the normal cost sharing, for a period of up to twenty-seven (27) weeks. Qualified relative means a person in a relationship to the employee for whom the employee would be eligible for the compassionate care benefit under Employment Insurance legislation.

The term "cost-sharing" refers to how health plan costs are shared between employer and employees as per Article 19.03.

- (b) Employees may be required to submit to the Employer satisfactory proof demonstrating the need for compassionate care leave.

20.09 Critical Illness Leave (Adult or Child)

- (a) In the event of a critical illness to an employee's parent, spouse or child, a paid leave will be granted up to a maximum of four (4) days. These days would be in addition to the days available to the employee under Article 17.12. The days available under Article 17.12 must be utilized prior to the employee being granted access to extra Critical Illness Leave under this Article. Such request shall be approved to the extent of operational requirements permit and shall not be unreasonably denied however, the onus shall be on the employee to provide sufficient justification to the Employer for access to these extra days prior to approval being granted. Should such request be denied, reasons in writing shall be provided upon request.
- (b) In addition to the paid leave above, the following unpaid leaves may be taken:
 - (i) For the parents of a critically ill or injured child, an additional thirty-six (36) weeks of leave without pay may be taken;
 - (ii) For a critically ill or injured adult family member, a sixteen (16) weeks of leave without pay may be taken.
- (c) Where the employee must pay a fee for such proof, the full fee shall be reimbursed by the Employer.

20.10 For Reservist Leave, after twenty-six (26) weeks of employment with the Employer, Employees are eligible for unpaid leave of up to twenty (20) days annually, and/or for as long as necessary if deployed.

20.11 Except as described above, Employees are eligible for any leaves as set out in the Alberta Employment Standards Code. Employees are eligible for these eaves after ninety (90) days of employment. Leaves of Absence are without pay. The Employer may require proof of eligibility for the leaves.

- (i) Personal and Family Responsibility Leave – up to five (5) days for personal illness, sickness or care of immediate family member.
- (ii) Long-term illness and injury leave – up to sixteen (16) weeks for personal illness or injury.
- (iii) Domestic Violence Leave – up to ten (10) days for addressing the situation of domestic violence.

- (iv) Citizenship Ceremony Leave – up to one half (1/2) day to attend a Citizenship Ceremony when receiving Citizenship.
- (v) Death or Disappearance of a Child – when a child of the employee dies (up to 104 weeks) or disappears (up to 52 weeks) as a result of probable criminal act.

ARTICLE 21: BULLETIN BOARD SPACE

21.01 The Employer shall provide a bulletin board to be placed in a reasonably accessible location upon which space shall be provided where the Union may be permitted to post notices of meetings and other such notices which may be of interest to Employees. The Employer reserves the right to require that posted material objectionable to the Employer be removed from bulletin boards.

ARTICLE 22: EVALUATIONS AND PERSONNEL FILES

22.01 Performance evaluations may be conducted as per the Employer's policy.

22.02 All such evaluations may be verbal or in writing.

22.03 Meetings for the purpose of the evaluation interview shall be scheduled in advance by the Employer. The Employee shall sign any written evaluation for the sole purpose of indicating that they are aware of its contents. The Employee shall be given a copy of their evaluation document. The Employee shall have the right to respond, in writing, within ten (10) calendar days of the interview and their reply shall be placed in their personnel file.

22.04 An Employee's evaluation shall be considered confidential and shall not be released by the Employer to any person, except a Board of Arbitration, the Employer's counsel or as required by law, without the written consent of the Employee.

22.05 By appointment made in writing at least one (1) working day in advance an Employee may view their personnel file once each calendar year or when the Employee has filed a grievance. An Employee shall be entitled to be accompanied by a Union representative when viewing their personnel file.

22.06 The Employee shall be given a copy of requested documents from their file provided that they first pay to the Employer a fee to cover the cost of copying which fee shall be reasonably established by the Employer.

22.07 A Letter of Expectation issued to an employee shall be placed on the employee's personnel file. The Letter of Expectation shall indicate that it is not disciplinary action. A copy of the Letter of Expectation shall be sent to the Union within five (5) working days.

22.08 An Employee, who has received a Letter of Expectation, may after one (1) year from the date the expectations were met request in writing that it be removed from their personnel file, providing the employee has received no further documentation coaching or discipline. The Employee shall receive a copy of any documented coaching.

The Employer shall remove the letter and confirm in writing to the Employee that such action has been affected.

22.09 Attendance Program

Should the Employer implement an attendance awareness program and should an employee who has been subjected to such program be successful in meeting the requirements, shall upon written request have all related correspondence and documentation removed from any and all files in the Employers' possession.

ARTICLE 23: DISCIPLINE AND DISMISSAL

23.01 Except for the dismissal of an Employee serving a probationary period, there shall be no dismissal or discipline except for just cause.

23.02 Unsatisfactory conduct by an Employee which is not considered by the Employer to be serious enough to warrant suspension or dismissal shall result in a written warning to the Employee with an electronic copy to the Union's office within two (2) working days of the disciplinary action. The written warning shall indicate that it is disciplinary action.

23.03 Unsatisfactory performance by an Employee which is considered by the Employer to be serious enough to be entered on the Employee's record but not serious enough to warrant suspension or dismissal shall result in a written warning to the Employee and an electronic copy to the Union's office within two (2) working days of the disciplinary action. The written warning shall indicate that it is disciplinary action. It shall state a definite period in which improvement or correction is expected and, at the conclusion of such time, the Employee's performance shall be reviewed with respect to the discipline. The Employee shall be informed, in writing, of the results of the review. The assignment of an improvement or correction period shall not act to restrict the Employer's right to take further action during said period should the Employee's performance so warrant.

23.04 The Employer may place a coach and counsel discussion document on the Employee's file, issued by Out-of-Scope Personnel to reflect a performance discussion. This is non-disciplinary.

23.05 The procedure stated in Articles 23.02 and 23.03 does not prevent immediate suspension or dismissal for just cause.

- 23.06 An Employee who has been suspended or dismissed shall receive from the Employer, in writing, the reason(s) for suspension or dismissal, and a copy of the letter shall be sent to the Union's office within two (2) working days.
- 23.07 All written documents specifically related to this disciplinary action or dismissal shall be removed from the Employee's file when such disciplinary action or dismissal has been grieved and determined to be unjustified.
- 23.08 An Employee who is dismissed shall receive their termination entitlements at the time they leave.
- 23.09 (a) An Employee who has been subject to written warning may, after one (1) year actively at work from the date the disciplinary action was initiated request in writing that their record be cleared of that disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of any disciplinary action during the above period.
- (b) An Employee who has been subject to paid or unpaid suspension may, after two (2) years actively at work from the date the disciplinary action was initiated request in writing that their record be cleared of that disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of any disciplinary action during the above period.
- (c) Once the disciplinary action has been removed from the employee's file, the Employer shall not make reference to and/or rely upon the letter for any purpose.
- (d) Notwithstanding Article 23.09 (a), (b) and (c), the second incident of discipline regarding violence, and/or harassment in the workplace shall remain on the file for a minimum of five (5) years.
- 23.10 For purposes of this Article, a working day shall mean consecutive calendar days exclusive of Saturdays, Sundays, and Named Holidays specified in Article 16.
- 23.11 When circumstances permit, the Employer shall endeavor to provide at least forty-eight (48) but not less than twenty four (24) hours advance notice to an employee required to meet with the Employer for the purposes of disciplinary investigation or issuing discipline. The Employer shall advise the employee of the nature of the meeting and that they may be accompanied by a representative of the Union at such meeting(s). The employee shall be compensated at their regular rate of pay for the duration of such meeting(s).

This Article is not intended for non-disciplinary meetings and discussions including and not limited to Performance Management and Appraisals.

23.12 Reporting to Professional Associations

If an Employee is reported by the Employer to their professional association, the Employee shall be advised within one (1) working day. The Employee shall receive a copy of the report. If the Employee is fully exonerated by the professional association, the matter shall be removed from the Employee's personnel file and destroyed. The Employer shall confirm in writing to the employee that such action has been affected.

ARTICLE 24: RESIGNATION/TERMINATION

24.01 An employee shall make every reasonable effort to provide the employer twenty-eight (28) calendar days' notice, where possible, and shall, in any case, provide the employer with fourteen (14) calendar days' notice of their desire to terminate their employment.

24.02 If the required notice is given, and employee who voluntarily leaves the employ of the employer shall receive wages and vacation pay to which they are entitled, within three (3) business days, providing the employee has properly completed a final timesheet and has returned all required company property.

If the Employee fails to return the required company property; in accordance with Employer policy, reasonable cost considering depreciation may be deducted from their last pay.

24.03 Vacation Pay on termination

- (a) Unused vacation earned within the previous vacation year will be paid at the basic rate of pay, together with;
- (b) Vacation accrued at the employees' applicable accrual rate for the current vacation year.

24.04 An employee shall be deemed to have terminated their employment when:

- (a) The employee is absent from work without good and proper reason and/or the approval of the Employer.
- (b) The employee does not return from layoff as required, or upon expiry of twelve (12) months following layoff during which time the employee has not been recalled to work.

24.05 An Employee who commences employment within six (6) months of the date that they voluntarily terminate employment with the Employer, shall have their vacation entitlement reinstated at the level achieved at the date of termination.

ARTICLE 25: JOB DESCRIPTIONS

- 25.01 Copies of job descriptions for all positions in this bargaining unit shall be available for Employees upon request.
- 25.02 Upon request, the Employer will provide the Union with a copy of a job description for any classification in the bargaining unit provided that a request for a particular job description is not made more than once in a calendar year.
- 25.03 Where a job description is newly created or has been altered or amended, the Employer shall prepare and provide the job description to the Union within ten (10) days.

ARTICLE 26: LAYOFF AND RECALL

- 26.01 Should it become necessary to reduce the work force or the hours of work, the Employer will notify the Union and Employees who are to be laid-off twenty-eight (28) calendar days prior to layoff. The twenty-eight (28) calendar days notice shall not apply where the layoff results from an Act of God, fire or flood.
- 26.02 Payment of normal wages may be paid in lieu of all or part of the required notice period.
- 26.03 Layoff shall be in reverse order of seniority; however the Employer shall have the right to retain Employees who would otherwise be laid-off when layoff in accordance with this Article would result in retaining Employees who are not capable and/or qualified of performing the work required.
- 26.04 In the case of layoff that is expected to be in excess of one month's duration, the Employer shall inform the Employee that the Employee may make arrangements for the payment of the full premiums for applicable Employee benefit plans subject to the insurer's requirements.
- 26.05 When recalling Employees, recalls shall be carried out in order of seniority provided the Employee eligible for recall is qualified and capable of performing required work.
- 26.06 The method of recall shall be by telephone, or if such is not possible, by registered letter sent to the Employee's last known place of residence.
- 26.07 The Employee so notified shall return to work as requested, or within five (5) days following either the date of the telephone call or the date the letter was registered.
- 26.08 In the event the Employer is unable to contact the Employee personally, recall shall be deemed to have been carried out five (5) days after the return of the registered letter.

- 26.09 An Employee may refuse recall to a lower paying classification, or lower full-time equivalence than they were employed in at the time of layoff without adversely affecting their recall status.
- 26.10 The Employer shall endeavour to offer casual work in order of their seniority to qualified and capable laid-off Employees. A laid-off Employee may refuse an offer of casual work without adversely affecting their recall status.
- 26.11 No new permanent or casual Employees will be hired until all qualified and capable Employees on layoff have been offered recall.
- 26.12 If an employee accepts a position at a different location and should a position become available at the initial location within 24 months, the employee shall be offered the position notwithstanding Article 13.
- 26.13 An Employee shall, when laid off and thereafter provide the Employer with their most recent address. Failure to do this may result in the failure of a recall request.
- 26.14 Except as provided under 26.09 above an Employee who does not respond to a recall request shall be considered to have abandoned their right to additional recall and to have resigned their employment with no recourse to the grievance procedure or to any termination benefits.
- 26.15 When notice of layoff is delivered to an employee in person, the employee may be accompanied by a representative of the Union.

ARTICLE 27: SALARIES & RECOGNITION OF PREVIOUS EXPERIENCE

- 27.01 Both parties to this Collective Agreement recognize that Employees normally improve in skill and ability relative to experience. To the extent practical, the Employer will offer a new Employee a wage that reflects the skill and experience the Employee brings to the position.
- 27.02 (a) All permanent employees will be moved an additional step in the salary scale on their anniversary date, in compliance with Article 20.01(h).
- (b) All casual and Temporary PCPs will be moved an additional step in the salary scale upon completion of one thousand eight hundred and twenty five (1825) hours.
- (c) All casual ACPs shall be placed on the Casual ACPs as per the Salary Scale.
- 27.03 Employees appointed at a rate higher than Step 1 will have to complete the prescribed probationary period and will be eligible for an increase one year following their appointment date subject to Article 27.02.
- 27.04 Upon hire a new Employee will have thirty (30) days to submit proof of previous experience. The Employer upon verification that a new Employee has job specific

and relevant experience of at least twelve (12) months immediately preceding employment with the Employer, they may be placed on the wage grid in relation to their experience.

ARTICLE 28: COURT APPEARANCE

28.01 When an employee, as a result of their duties, is summoned or subpoenaed as a witness or defendant to appear in court or other legal proceeding, they shall be:

- (a) During Vacation: Paid overtime for time attending court in accordance with the provisions of Article 10. Minimum pay will be two (2) hours at the applicable overtime rate. All necessary and reasonable travel expenses incurred by an employee who is required to return from vacation to serve as a witness shall be reimbursed by the Employer. These expenses shall include necessary food and lodging and travel expenses incurred for the employee's return from and back to the vacation destination. However, in order to qualify an employee must advise the Employer in writing immediately when they are made aware of any witness duty or other work-related duty which requires their attendance during their annual vacation. Where an employee qualifies as outlined above, extra time shall be permitted in their vacation equal to the number of vacation days lost due to court obligations.
- (b) During Regularly Scheduled Days Off: Paid overtime for time attending court in accordance with the provisions of Article 10. Minimum pay will be two (2) hours at the applicable overtime rate.
- (c) Morning Court, Afternoon Court or Full Day Court: The employee shall be granted a leave of absence with pay commencing eight (8) hours prior to court time. The employee will not receive any other pay consideration for attending the morning, afternoon or full day court. Upon return to work, fatigue management will be as per Article 9.07, and managed appropriately. The employee shall suffer no loss of regular pay when this occurs. For the purpose of this article the rest period shall commence when the employee is dismissed from court.

28.02 When an employee, as a result of their duties, is summoned or subpoenaed as a witness or defendant to appear in court or other legal proceeding, they will notify the Employer immediately when the notice is served. A copy of the notice will be provided to the Employer upon receipt.

28.03 When a Casual Employee, as a result of their duties, is summoned or subpoenaed as a witness or defendant to appear in court or other legal proceeding, they shall be paid at their basic hourly rate for such appearance.

28.04 Employees must apply for conduct money. Any monies received by the employee from the court shall be remitted to the Employer.

- 28.05 In the event an employee is required to appear before a court of law as a member of a jury, or for the purpose of jury selection, the employee shall:
- (a) notify the Employer immediately when the notice is received;
 - (b) suffer no loss of regular earnings for the scheduled time so missed;
- 28.06 Where the employee is required by law to appear before a court of law for reasons other than those stated in Article 28.01 and 28.05 above, they shall be granted a leave of absence without pay.

ARTICLE 29: UNIFORM AND CLOTHING

29.01 The Employer shall provide uniforms to each Employee as listed below

- a) four (4) Shirts
- b) two (2) pair of uniform pants
- c) one (1) high visibility jacket
- d) crests or epaulettes as required
- e) safety glasses

Casual staff – a minimum of:

- a) two (2) shirt
- b) two (2) pairs of uniform pants
- c) crests or epaulettes as required
- d) safety glasses

29.02 The purchase of uniform clothing shall be responsibility of the Employer. Initial creasing and hemming is covered by the Employer. Alterations are covered, unless they are solely cosmetic. Employees shall obtain preapproval from the Employer.

29.03 Uniform clothing provided to Employees shall remain the property of the Employer.

29.04 Should the uniform be mutilated, destroyed, or damaged in the course of being on-duty or from excess wear, the same shall be replaced or repaired by the Employer after inspection and approval by the Employer.

29.05 Uniform clothing is to be worn only when Employees are on duty.

29.06 The responsibility of maintaining and cleaning uniform clothing is the responsibility of the Employee.

ARTICLE 30: OCCUPATIONAL HEALTH AND SAFETY

30.01 The parties acknowledge the changes to the Occupational Health and Safety Act that come into effect July 1, 2018.

The parties recognize the need for a safe and healthy workplace and will cooperate to the fullest extent in the matter of occupational health, safety and accident prevention. Required safety equipment and devices will be provided where necessary by the Employer.

- 30.02 The Employer shall establish a Health and Safety Committee which shall be composed of representatives of the Employer and at least one (1) employee representative of the Union and may include representative of other employee groups. This Committee shall meet at least once per quarter. HSAA Labour Relations Officers are permitted to attend such meetings providing they inform the Employer in advance. The committee shall be advised, and an investigation will be initiated within ten (10) days of receiving a written complaint regarding occupational health or safety.
- 30.03 The basic rate of pay shall be paid to an employee representative for time spent in attendance at a meeting of this Committee.
- 30.04 The Committee shall develop their Terms of Reference including, but not limited to, discussions and making recommendations regarding:
- (a) Participation in investigations;
 - (b) Employee safety;
 - (c) Safety on the premises;
 - (d) Fatigue management;
 - (e) Harassment and violence in the workplace; and
 - (f) The right to refuse unsafe work.
- 30.05 Where the Employer requires that the employee receive specific immunization and titre, as a result of or related to their work, it shall be provided at no cost.
- 30.06 No employee shall operate equipment, administer drugs or use any new technique until trained in that particular procedure or technique. An employee may, during the training period, administer, use or operate as stated above under direct supervision of a qualified employee.
- 30.07 The Employer shall pay for the medical fee on behalf of all employees when such medical examination is requested by the Employer. Such examinations shall be arranged through the employer, and shall be on the form presented by the Employer.
- 30.09 The Employer shall have the right to obtain a current driver's abstract for each employee. The Employer shall provide each employee with a consent form authorizing the Employer to obtain the abstract at the Employer's cost. If an employee chooses not to sign a consent form, the employee shall be responsible for all cost related to obtaining the abstract and shall be obligated to submit a current copy to the Employer within (5) business days of the Employer's request.

ARTICLE 31: DUTY INCURRED EXPENSES

31.01 An Employee who is tasked to an event which takes him away from their site shall, upon request receive a meal allowance as follows:

- (a) 5 hours to less than 6 hours – 1 meal (\$10)
- 6 hours less than 10 hours – 2 meals (\$20)
- Greater than 10 hours – 3 meals (\$30)
- Daily maximum is \$30
- No receipt required.

For the administration of Article 31.01, hours shall reset once the employee is back at the station.

Expenses for sit down meals that extend time on task are disallowed.

31.02 The Employer shall endeavor to provide a fleet vehicle to Employees performing an authorized company business. When a fleet vehicle is not available, the Employer shall reimburse at the rate of fifty-four cents (\$0.54) per kilometer or the kilometrage rate paid by the Government of Alberta, whichever is higher.

31.03 Travel to another station:

- (a) When an employee reports to their station and is mandated to travel to another station, there shall be no loss of pay and kilometrage shall be subject to Article 31.02. This shall be considered Active Duty.
- (b) When a permanent or temporary employee is informed of a change of station prior to reporting to their station and should it cause a greater commute, Article 31.02 shall apply. Employees will be paid at the applicable rate of pay for the increased commute time and distance. Active Duty will commence at shift start time.

This Article does not apply to casuals. Casuals can refuse the new assignment without repercussions.

31.04 Where it is necessary to use taxis or other transportation for travel on Employer business, the incurred costs shall be reimbursed by the Employer upon submission of receipts.

31.05 Parking charges incurred while on Employer business shall be reimbursed upon submission of receipts.

31.06 Claims must be submitted on the proper forms as provided by the Employer.

ARTICLE 32: GRIEVANCE PROCEDURE

32.01 Definition of Time Periods

- (a) For the purpose of this Article and Article 33, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays, and Named Holidays specified in Article 16.
- (b) Time limits may be extended by mutual agreement, in writing between the Union and the Employer.
- (c) Grievance hearings shall occur when the employee is on a scheduled working day. If the Employer chooses to schedule a meeting on a scheduled day off, the employee shall be eligible to be compensated at their basic rate of pay.

32.02 Resolution of a Difference Between an Employee and the Employer

(a) Formal Discussion

- (i) If a difference arises between one or more Employees and the Employer regarding the interpretation, application, operation, or alleged contravention of this Collective Agreement, the Employee(s) shall first seek to settle the difference through discussion with their (their) immediate Supervisor. If it is not resolved in this manner, it may become a grievance and be advanced to Step 1.
- (ii) In the event that the difference is of a general nature affecting two or more Employees, those so affected may have the Union, on their behalf, make written request to the Director of Operations or Designate that the grievance be batched and dealt with as a group grievance commencing at Step 1. A request to batch such grievances will not be unreasonably denied.

(b) Step 1

The grievance shall be submitted in writing, and signed by the Employee, indicating the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought to the Operations Managers, within ten (10) days of the act causing the grievance, or within ten (10) days of the time that the Employee could reasonably have become aware that a violation of this Collective Agreement had occurred. The decision of the Operations Managers shall be made known to the Employee and the Union within ten (10) days of receipt of the written statement of grievance.

(c) Step 2

Within ten (10) days of receipt of the decision of the Operations Managers, the grievance may be advanced to Step 2 by submitting to the Director of

Operations, or their designate, a copy of the original grievance with a letter indicating that the grievance has not been resolved. Upon receipt of this grievance, the representative of the Union shall arrange to meet with the Director of Operations or their designate to hear the details concerning the grievance. The Director of Operations, or their designate, shall render their decision, in writing, to the Union and the grievor within ten (10) days of receipt of the written statement of grievance.

(d) Step 3

Should the grievance not be resolved at Step 2, the Union may elect to submit the grievance to Arbitration. In this case, the Union shall notify the Employer, in writing, within ten (10) days of the receipt of the decision of the Director of Operations or their designate, that the Union wishes to proceed to Arbitration, and at the same time, the Union shall name its recommendation for a single Arbitrator.

(e) Neither the Employee nor a representative of the Local Unit of the Union who may attend a meeting with the Employer respecting a grievance shall suffer any loss of regular earnings calculated at the basic rate of pay for the time spent at such a meeting.

(f) An Employee shall be entitled to have a representative of the Local Unit or any duly accredited Officer of the Union present during any meeting pursuant to this grievance procedure.

(g) A dismissal grievance shall commence at Step 2.

32.03 **Resolution of a Difference Between the Union and the Employer**

(a) Formal Discussion

In the event that a difference of a general nature arises regarding interpretation, application, operation, or alleged contravention of this Collective Agreement, the Union shall first attempt to resolve the difference through discussion with the Operations Managers or designate of the Ambulance Service, as appropriate. If the difference is not resolved in this manner, it may become a policy grievance.

(b) Step 1

A "policy grievance" is a dispute between the parties which, due to its nature, is not properly the subject of an individual or group grievance. A policy grievance shall be submitted, in writing, to the Director of Operations or their designate and shall indicate the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought. Such grievance shall be submitted to the Director of Operations or their designate within ten (10) days of the occurrence of the act causing the grievance or within ten (10) days

of the time that the Union could reasonably have become aware that a violation of this Collective Agreement had occurred. The decision of the Director of Operations or their designate shall be made known to the Union, in writing, within ten (10) days of the receipt of the written statement of grievance.

(c) Step 2

Should the Union elect to submit a policy grievance as defined herein for Arbitration, it shall notify the Employer, in writing, within ten (10) days of the receipt of the decision of the Director of Operations or their designate and name its recommendation for a single Arbitrator.

32.04 Default

- (a) Should the grievor fail to comply with any time limit in this grievance procedure, the grievance will be considered conceded and shall be abandoned, unless the parties to the difference have mutually agreed, in writing, to extend the time limit.
- (b) Should the Employer fail to respond within the time limit set out in this grievance procedure, the grievance shall automatically move to the next step or be advanced to Arbitration on the day following the expiry of the particular time limit unless parties have mutually agreed, in writing, to extend the time limit.

32.05 At any time during the grievance process, the parties may agree to alternate dispute mechanisms including mediation to resolve the issue(s). If a Mediator provides written recommendations, each party shall notify the other of their acceptance or rejection of the recommendations. Cost of the Mediator shall be shared by the parties.

ARTICLE 33: GRIEVANCE ARBITRATION

33.01 Within ten (10) days following receipt of notification pursuant to Article 32.02 (d) or 32.03 (c) that a grievance has been advanced to Arbitration, the Employer shall advise the Union of its counsel to the Arbitration Board. The counsels from both parties shall, within ten (10) days, endeavour to select a mutually acceptable single Arbitrator. If they fail to agree, the Director of Mediation Services of Human Resources and Employment of Alberta shall be requested to appoint a single Arbitrator pursuant to the *Code*.

33.02 The single Arbitrator shall hold a hearing of the grievance to determine the difference and, shall render an award in writing as soon as possible after the hearing. The Arbitrator shall have authority to render an award. The award is final and binding upon the parties and upon any Employee affected by it and is enforceable pursuant to the *Code*.

33.03 The award shall be governed by the terms of this Collective Agreement and shall not alter, amend, or change the terms of this Collective Agreement; however, where

an Arbitrator, by way of an award, determines that an Employee has been discharged or otherwise disciplined by an Employer for cause and the Collective Agreement does not contain a specific penalty for the infraction that is the subject matter of the Arbitration, the Arbitrator may substitute any penalty for the discharge or discipline that to him seems just and reasonable in all circumstances.

- 33.04 The fees and expenses of the Arbitrator shall be borne equally by the parties.
- 33.05 Any of the time limits herein contained in Arbitration proceedings may be extended if mutually agreed to in writing by both parties.
- 33.06 The employee attending any Arbitration Proceeding(s) related to Article 33 shall be compensated at their applicable rate of pay for the duration of such Arbitration Proceeding(s), providing that the employee is still employed by the Employer.

ARTICLE 34: NEW CLASSIFICATIONS

- 34.01 If the Employer creates a new classification which belongs in the Bargaining Unit and which may not be included in the Wage Schedule in the Collective Agreement, it shall establish the salary structure and then give written notice to the Union.
- 34.02 If the Union fails to object in writing within thirty (30) calendar days of receipt of the notice from the Employer, the salary structure shall be considered as established.
- 34.03 If the Union objects to the salary structure established by the Employer, and by negotiation succeeds in revising the salary structure, the revised salary structure shall be retroactive to the date the new position was implemented.
- 34.04 Failing resolution of the matter by negotiation, within further thirty (30) calendar days of receipt of the notice from the Employer, it may be referred to Arbitration.

ARTICLE 35: CASUAL EMPLOYEES

35.01 Employment of Casual Employees

- (a) Casual Employees will normally be hired to cover a full twenty-four (24) hour shift, except in cases where the Employer determines that a shorter period of time is appropriate.
- (b) Casual Employees will be paid for the actual hours worked if they are employed for a period of less than one (1) full shift.
- (c) Should a Casual Employee be required for a period of less than three (3) hours the Employee will be paid for a minimum of three (3) hours at their basic rate of pay.

- (d) In the event that a casual reports for work as scheduled and is required by the Employer not to commence work, or is required to cease work prior to completion of the end of their scheduled shift, they shall be compensated for that inconvenience for a minimum of three (3) hours pay at their basic rate of pay.
- (e) If a casual employee does not work on a named holiday, the employee is entitled to their average daily wage. Average daily wage is calculated as five percent (5%) of the employee's wages, general holiday pay and vacation pay earned in the four (4) weeks immediately preceding the general holiday.
- (f) If a casual employee works on a named holiday, Article 16 applies.

35.02 Wages for Casual Employees

- (a) Advanced Primary Care Paramedic– Paramedic employees hired as casual employees shall be paid at a flat hourly rate as laid out in the salary scale.
- (b) Primary Care Paramedic– Ambulance employees hired as casual employees shall be paid at the appropriate hourly rate as laid out in the salary scale.
- (c) Emergency Medical Responder employees hired as casual employees shall be paid at Step 1 as laid out in the salary scale.

35.03 Vacation Pay

The rate at which vacation pay is earned shall be governed by the total number of regular hours the Employee has worked.

For every one thousand eight hundred and twenty five hours (1825) hours of employment, an Employee shall earn vacation pay calculated on the basis of Alberta Employment Standards, this will be paid out bi-annually.

35.04 Seniority for Casual Employees

For casual employees whose status changes to regular or temporary or someone subsequently determined by the Labour Relations Board or agreed to by the parties as being in the bargaining unit, the "seniority date" shall be established by dividing their continuous hours worked for the Employer by the yearly hours of work for the full time position.

35.05 Except as modified by this Article, all Articles of the collective agreement apply to casual Employees except for the following:

- Article 17
- Article 19

Article 20
Article 26
Article 39
Article 42

ARTICLE 36: UNION STEWARDS

- 36.01 The Employer agrees to recognize Employees who are assigned as Union Stewards. Union Steward may, at the request of an Employee, accompany or represent them at formal investigations, disciplinary meetings or in the processing of a grievance with the Employer. When it becomes necessary for a Union Steward to leave their job for this purpose they will request time off from their duty manager providing them with as much advance notice as possible. Arrangements will be made by the duty manager to permit the Union Steward to leave their job for this purpose with no loss of regular earnings, as soon as reasonably possible. Such time off shall be granted only upon the approval of the duty manager or authorized alternate, such approval shall not be unreasonably withheld. When withheld, reasons shall be provided in writing.
- 36.02 The Union agrees that Union Stewards and Employees alike shall not enter into discussions concerning Union business during working time. The Union reserves the right to assign a Union Steward to represent a work area that has no Union Stewards.
- 36.03 A list of Union Stewards shall be supplied by the Union to the Employer which shall be advised in writing of any change in this list.
- 36.04 The Union shall have the right at any time to the assistance of Union Staff Members when dealing or negotiating with the Employer and when processing a grievance. Such representatives shall approach members at work only when engaged in such activities and provided they and the Employee have received the approval of their Manager. Such approval shall not be unreasonably denied. When denied, reasons shall be provided in writing.

ARTICLE 37: OVER/UNDER PAYMENTS

- 37.01 In the event that an employee is over or under-compensated by error on the part of the Employer, the Employer shall correct the compensation error no later than the second pay period following the date on which the party/Parties discovering the error knew, or ought to have known of the error.

The Employer is permitted to recover from the employee up to 6 months' overpayment from the date the mistake occurred. This parallels the ability of the employee to recover under-compensation error for a similar period.

In the case of an underpayment, where the Employer discovers the error, the Employer will notify the employee in writing that an underpayment has been made.

Such written notice shall include all calculations. If an under payment mistake is not corrected by the second pay day, the employee shall have ten (10) days to file a grievance as outlined in Article 32.

In the case of an overpayment, the Employer shall notify the employee in writing immediately following its discovery. All calculations shall be provided to the employee and discussion about repayment options shall occur. By mutual agreement between the Employer and the employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to fifteen percent (15%) of the employee's gross earnings per pay period, until the entire amount has been repaid.

37.02 In the event of an overpayment affecting more than fifty percent (50%) of all employees and totaling more than fifty percent (50%) of employees' gross earnings is discovered within twenty four (24) hours and providing that all affected employees were notified as per Article 37.01 and within that timeframe, employees will be requested to repay all amounts owed immediately. If this isn't possible or should there be a disagreement, the Employer shall recover the overpayment by deducting up to fifty percent (50%) of the employee's gross earnings per pay period, until the entire amount has been repaid.

37.03 In the event of an overpayment or underpayment is discovered and identified to the Employee no later than the current payday, the mistake shall be corrected immediately.

37.04 Notwithstanding Article 37, over/under payments related to paid vacations shall be subject to Alberta Employment Standards Legislation.

ARTICLE 38: PREMIUMS

38.01 Weekend Premium

Effective date of ratification a weekend premium of three dollars (\$3.00) per hour shall be paid to an employee for all paid hours (exclusive of vacation leave, sick leave, bereavement leave, education leave and any other paid leave), to a maximum of twenty (20) hours. Weekend premium hours will only be applied to those shifts where the majority of scheduled hours fall between midnight (2400 hours) Saturday to zero seven hundred (0700) hours Monday. Shifts that are scheduled to begin at noon shall only be eligible for weekend premium when the shift begins in Saturday or Sunday.

ARTICLE 39: TAXABLE SPENDING ACCOUNT (TSA)

39.01 Taxable Spending Account

(a) A Taxable Spending Account shall be implemented for all Employees eligible for benefits in accordance with Article 19. As of the December 31, 2018 the

plan becomes a credit carried forward plan.

- (b) On January 1st each year the sum of two thousand six hundred dollars (\$2600) for every regular full-time Employee shall be allocated by the Employer to a Taxable Spending Account.
- (c) Any unused allocation in an Employee's Taxable Spending Account as of December 31 of each year shall be carried forward for one calendar year.
- (d) Where the Employer chooses to contract with an insurer for the administration of the Taxable Spending Account, the administration of the Account shall be subject to and governed by the terms and conditions of the applicable contract. The Employer will ensure that all eligible Employees are provided access to the information regarding utilization.
- (e) The Employer will send out a reminder to Employees prior to December 1st of each year in regards to the utilization of the Taxable Spending Account.
- (f) The Taxable Spending Account shall be implemented and administered in accordance with the Income Tax Act and applicable Regulations in effect at the time of implementation and during the course of operation of the Taxable Spending Account.
- (g) The Employer reserves the right to change plans and insurers provided the level of coverage does not fall below current levels. HSAA shall be consulted before such changes are implemented.

ARTICLE 40: CRITICAL EVENT RESPONSES

- 40.01 Following a Critical Event an employee may request to be provided with a minimum of one (1) hour off duty with pay following the completion of the critical event. This shall not be unreasonably denied. A critical event is defined as an event or a series of events that has a stressful impact enough to overwhelm the usually effective coping skills of either an individual or a group.
- 40.02 In cases of a critical event an employee feels that they are unable to complete the remainder of their shift as a result of the impact of the critical event, they will be relieved of duty and allowed to leave their shift without penalty to their pay, sick bank/personal leave bank and/or vacation bank.
- 40.03 For each claim the employer, and the Employee shall complete the appropriate WCB documentation if the difficult or critical call results in an absence from the workplace beyond the day of the incident or necessitates health care intervention.
- 40.04 Where critical incident or stress debriefing is requested by an employee, it shall be provided as soon as practicably possible, and the employee will suffer no loss of earnings for the duration of the shift.

ARTICLE 41: EMPLOYEE-MANAGEMENT ADVISORY COMMITTEE

41.01 The Parties to this Collective Agreement agree to establish an Employee - Management Advisory Committee or the equivalent for promoting harmonious relationships and discussing topics of mutual concern between the employees and the Employer.

ARTICLE 42: SENIORITY

42.01 (a) The Employer shall provide the Union, within two months of the signing of this Collective Agreement, and in January and July of each year thereafter, a listing of employees in order of seniority. Such seniority list shall include the employee names, classification, status, site and seniority date. The Employer shall make the list available to all employees. This listing shall be provided monthly if there are employees on layoff.

(b) For newly hired regular or temporary employees, seniority with the Employer starts on the date on which the employee commences employment in the bargaining unit.

42.02 Seniority shall not apply during the probationary period; however, once the probationary period has been completed seniority shall be credited as provided in Article 42.01

42.03 Seniority shall be the determining factor in:

(a) preference of vacation time;

(b) layoffs and recalls, subject to the qualifications specified in Article 25;

(c) promotions and transfers within the bargaining unit subject to the qualifications specified in Article 13.

42.04 Seniority shall be considered broken, all rights forfeited, and there shall be no obligation to rehire:

(a) when an employee resigns or is terminated from their position with the Employer; or

(b) upon the expiry of twenty four (24) months following layoff during which time the employee has not been recalled to work; or

(c) if an employee does not return to work on recall to their former classification and full-time equivalency.

(d) if the employee accepts a temporary out-of-scope position of greater than eighteen (18) months or permanent out-of-scope position with the Employer.

ARTICLE 43: SEVERANCE

- 43.01 (a) Severance will be offered as a result of organizational changes that result in the permanent reduction in the number of Regular Employees in the bargaining unit.
- (b) Notwithstanding paragraph 43.01(a) above, severance shall not be offered where the permanent reduction in the number of Regular Employees in the bargaining unit occurs as a result of a Regular Employee's position moving or being moved into a different functional bargaining unit.
- (c) A Regular Full-time Employee shall be eligible for severance pay in the amount of two (2) weeks regular pay for each full year of continuous employment to a maximum of forty (40) weeks' pay, unless the employer provides one hundred eighty (180) days' notice.
- (d) Regular pay shall be defined as regularly scheduled hours of work as at the date on which notice of layoff is issued (which for the purpose of clarity means regularly scheduled hours of work exclusive of overtime hours, call-back hours) X basic rate of pay (which for the purpose of clarity means basic rate of pay exclusive of overtime payments and premium payments).
- (e) For purposes of severance, continuous employment will be calculated from the last date of hire recognized with the employee's current Employer.
- 43.02 A Regular Employee who has received layoff notice in accordance with Article 26.01 and for whom no alternate vacant position is available, shall have the option to select either of:
- (a) layoff with recall rights as specified in Article 26 of the Collective Agreement; or
- (b) severance as offered by the Employer in accordance with Article 43.01.
- 43.03 A Regular Employee who accepts severance pay shall have terminated their employment, with no further rights to recall.
- 43.04 An employee who has been terminated for just cause or who has resigned or retired shall not be eligible for severance.
- 43.05 A Regular Employee who receives notice of layoff shall have fourteen (14) calendar days from the date the notice of layoff is issued to advise the Employer, in writing, that the employee wishes to take the Severance Option offered by the Employer. Any employee who does not advise the Employer, in writing of the employee's decision to accept severance shall be deemed to have selected layoff in accordance with Article 26 of this Collective Agreement.
- 43.06 (a) Employees who select severance will not be eligible for:

- (i) continued employment with the Employer, or
- (ii) rehire by any Employer or agency funded directly or indirectly by the Employer paying the severance.

For the period of the severance (which for the purpose of clarity means the period of time equal to the number of weeks of severance paid to the employee).

- (b) The employee may be considered for hire by an Employer referred to in this Article provided they repay the Employer from whom severance was received, the difference, if any, between the time they were unemployed and the length of time for which the severance was paid.

43.07 Severance pay provided under this Article shall be deemed to be inclusive of any and all legislative requirements for termination notice.

ARTICLE 44: COPIES OF COLLECTIVE AGREEMENT

44.01 The Employer shall provide a copy of the Collective Agreement to each new employee upon appointment.

44.02 The Collective Agreement shall be printed in pocket size form by the Union, and the cost shall be shared equally between parties.

44.03 The Collective Agreement shall be printed and distributed to each employee within ninety (90) days of signing.

LETTER OF UNDERSTANDING # 1

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: JOB-SHARING

An Employee or Employer may request a "job-share" arrangement. When a request for a Job Share has been mutually agreed upon between the Employees and the Employer, the terms and conditions shall be confirmed in a written agreement and signed by the Employer and the Union. Requests for Job Share shall not be unreasonably denied.

The intent of a Job Share is not to provide more availability for other Employers but to achieve better work life balance.

For the purpose of the Letter of Understanding (LOU) a Part-time Employee shall be considered to be one that works a 0.5 FTE.

The terms shall include:

1. The Employees partnering in a Job Share arrangement will share the duties and responsibilities of one Regular Full-time (1.0 FTE) position in one classification at one site.
2. A Job Share agreement shall be entered into by one (1) Full-Time (1.0 FTE) Employee and a Casual Employee.
 - (a) The two Employees will request the conversion of a Regular Full Time position as a pair.
 - (b) The Employer has discretion with respect to creating a Job Share position.
 - (c) If a Job Share position is established, the two Employees will be given the opportunity without any further posting.

- (d) For the duration of the Job Share, both Employees will be considered Regular Part-time Employees and all the relevant provision under the Collection Agreement shall apply.
- 3. The hours of work of the Job Share-position will be equally split between two Employees.
- 4. While working in the Job Share position, the status of Employee 1 will be a 0.50 FTE Regular Part-Time; working 50% of the posted rotation and the status of Employee 2 will be a 0.50 FTE Regular Part-Time, also working 50% of the posted rotation. Together, the Employees will share the hours of work of 1.0 FTE position. A typical schedule will be four (4) twenty-four (24) hour shifts followed by twelve (12) days off duty. Other Job Share shift schedule arrangements may be considered. Such request shall not be unreasonably denied.
- 5. The Employees may exchange shifts and/or days off with the approval of the Employer provided no increase in cost is incurred by the Employer. There shall be no shift giveaways allowed.
- 6. For the duration of this Job Share arrangement, the provisions of the Collective Agreement, as well as Employer policies, procedures, and guidelines will be administered based the reduced FTE of each Employee, including, but not limited to:
 - (a) accrual of vacation time and sick time;
 - (b) payment for Named Holidays; and
 - (c) Employee benefits that are dependent on hours worked.
- 7.
 - (a) In the event that one of the Employee is absent from work for any reason, the remaining Employee may be required by the Employer to work all hours of the Job Share position or to work a different schedule.
 - (b) If one Employee is away, or is anticipated to be absent from work, for any reason, for a period of greater than thirty (30) days, the remaining Employee will have up to 30 days to find another Employee to fill the absent half of the Job Share or work all of the Hours for the duration of the absence.
 - (c) This shall be at no additional cost to the Employer.
- 8. With thirty (30) days written notice, either party may discontinue this job share arrangement.
- 9. In the event the Employer cancels this job share arrangement:
 - (a) The Employees will revert back to their position/status held prior to the Job Share.

- (b) If the Employee who previously held the Full-Time position chooses to not return to Full Time, that position will be offered, without posting, to the other Employee as long as they have been in the Job Share position for a period of one (1) year; or
- (c) Either Employee may pursue employment opportunities through the regular posting process.
- (d) If either Employee is unable to obtain a position through the posting process, they shall be converted to casual status if they so choose, and in any event will be deemed to have voluntarily resigned from their regular employment.

Such movements are not in violation of the Collective Agreement.

10. In the event that either of the Employees resigns or terminates from this arrangement, the following may occur:
- (a) The remaining Employee retains the option to assume their original position or status as a Casual Employee; or
 - (b) Find another Employee to partner in the Job Share;
 - (c) If a suitable partner cannot be found, the remaining Employee may be offered, without posting, the Full-Time position as long as they have been in the Job Share position for a period of one (1) year; or
 - (d) The Employee may opt to apply for an alternate position through the normal posting process.
 - (e) An Employee unable to obtain a position through the posting process shall be converted to casual status if they so choose, and will in any event be deemed to have voluntarily resigned from their Regular Position.

Such movement(s) is not in violation of the Collective Agreement.

11. Both of the Employees will be held accountable for the outcomes expected of the shared position.
12. The Employee will have on-going, timely, effective, and proactive communication in respect of all aspects of the duties, responsibilities, and work associated with the position. As requested or required by the Employer, one or both Employees will attend meetings and/or staff development in-services and fully communicate information received therein to the other Employee, if required. Professional, timely and efficient communication is a key requirement of this arrangement.

13. Notwithstanding Article 19.03 of the Collective Agreement, each Employee will participate in the Employee Benefit program. Each Employee will agree to pay the total premium for Long- and Short-term Disability and cost share the premiums by paying fifty (50%) of their remaining benefit premiums.
14. Any notice given pursuant to this Agreement will be delivered to either Employee in writing or, on behalf of the Employee, to the Employees' manager in writing.
15. Prior to the ratification of the next Collective Agreement, the Employer and the Union agree to meet and evaluate the effectiveness of the Job Share positions.
16. This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION



Date: Sept 28, 2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING # 2

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: BENEFITS ELIGIBLE CASUAL EMPLOYEES (BECE)

WHEREAS the Parties agree that more effective retention and recruitment strategies for Casual Employees are desirable and that certain Casual Employees desire flexible employment options;

NOW THEREFORE the Parties agree as follows:

1. A BECE is a Casual Employee with a guaranteed FTE at least of zero point five (0.5) and no specified hours per shift or shifts per shift cycle. A BECE shall be eligible for prepaid benefits pursuant to Article 19.03. Unless otherwise specified below, the provisions for casual employees in Article 35 shall apply.
2. (a) BECE Implementation
 - (i) A Casual Employee may request to become a BECE of at least a zero point five (0.5) FTE.
 - (ii) An Employer may post a BECE. The posting shall indicate that the position is a BECE with a specified guaranteed of at least zero point five (0.5) FTE.
 - (iii) Prior to implementing a BECE, the Employer will provide the parameters of required shift availability.
- (b) BECE Termination
 - (i) A BECE may revert to casual status by providing the Employer with twenty-eight (28) days written notice of their intention to revert to casual status; or
 - (ii) An Employer may terminate these positions, in which case the BECE shall revert to casual status.

3. Scheduling of BECE Shifts

- (a) The BECE will provide the Employer with their shift availability one (1) month in advance (eg. Availability for April to be provided by March 1.) The BECE shall provide availability of at least eleven (11) shifts per month, including at least one (1) weekend.
- (b) The Employer shall confirm assigned shifts with the BECE. The employee shall be assigned shifts in accordance with the availability provided by the employee and within the parameters outlined in point 2(a)(iii).
- (c) Where possible, the Employer shall confirm the employee's shifts (based on the employee's stated availability) at least twenty-four (24) hours in advance. Such shifts shall be paid at the employee's basic rate of pay.
- (d) Where an employee works a shift(s) over and above their required BECE shifts, Article 35 shall apply.
- (e) The BECE may be asked to modify its availability based on operational requirements.
- (f) The Employer shall endeavour to pre-schedule shifts whenever possible.
- (g) The BECE must be available to work half of long weekends and at least one (1) weekend per month.
- (h) If no shifts are available, the Employer shall not be penalized. However, benefit coverage shall not be interrupted.

4. Sick Leave shall not apply to BECE's.

5. Vacation pay and entitlement for BECE's shall be in accordance with the provisions of Article 35.

6. Named Holiday entitlement for BECE's shall be in accordance with the provisions of Article 35.

7. The BECE shall not hold another BECE with another Employer or receive benefits from another Employer.

8. The BECE must be available to work shifts company wide. HSAA dues shall be payable when working a shift at a station covered by this Collective Agreement.

9. Article 39 shall not apply to BECE.

10. The number of BECEs shall solely be at the Employer's discretion.

11. If a request for a BECE is denied, the Employer will provide to the employee the rationale for the decision within twenty-eight (28) days. Such decision shall not be subject to Article 32.

12. Evaluation

The Parties will meet no later than one (1) year following the date of ratification of the Collective Agreement to discuss the operation of this Letter of Understanding and to assess potential modifications.

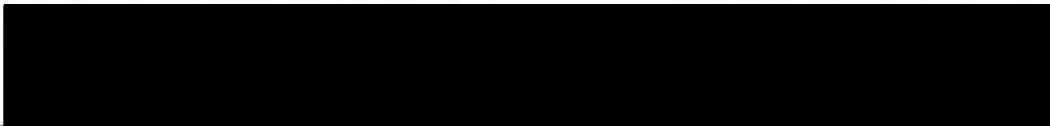
The Parties may jointly recommend changes to the Letter of Understanding to their respective principals as a result of these discussions.

13. Expiry

This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION



Date: OCT 1 / 2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING #3

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: COMMITTEE ON HEALTH BENEFITS

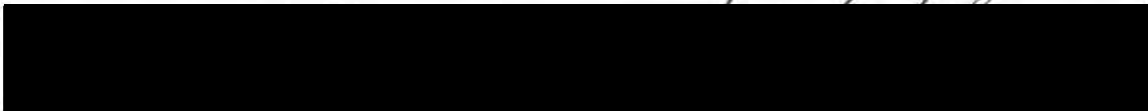
It is agreed by the parties that:

1. The parties agree to establish a Committee to review health benefits which will include equal representation from In scope and out of scope employees of Associated Ambulance.
2. The purpose of the Committee will be to discuss the terms of the health benefit plan and the administration of the health benefit plan with a view to increasing the efficiency and effectiveness of the plan.
3. The Committee's review of health benefits will give consideration to the following factors: ensuring any recommended changes are cost neutral, flexibility, tax effectiveness, service, competitiveness and administration.
4. The Committee shall have the authority to:
 - Review, gather and share information and encourage discussions which result in improved understanding of all parties regarding health benefits;
 - Make recommendations to the Employer regarding current and further benefit requirements in terms of plan design, services, programs and structure.
5. If the Committee makes recommendations that require amendment to the Collective Agreement and those recommendations are accepted by the Employer, the parties agree to re-open the agreement to make necessary amendments, subject to ratification.
6. The committee shall hold its initial meeting with in one hundred and twenty (120) days following ratification and at least annually thereafter.
7. At the initial meeting the Committee will develop its Terms of Reference.

This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION



Date: OCT 1/2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING #4

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

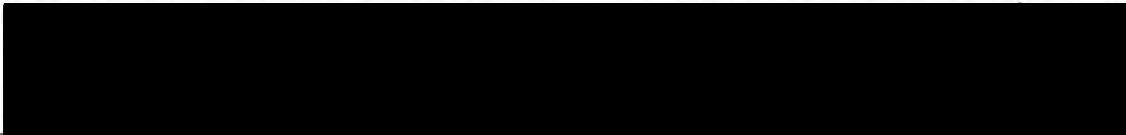
RE: TEMPORARY OUT-OF-SCOPE ASSIGNMENTS

1. Given that it is not the practice of the Employer to replace Out-of-Scope personnel with bargaining unit Employees, if an Employee is assigned to replace another person in management role for one (1) full shift or longer, but less than three (3) months, the Employer shall meet with the Union to discuss the placement, the duties, the rate of pay, benefit coverage and other relevant terms and conditions.
2. Employees covered by this Letter of Understanding will remain in scope and their seniority will remain intact.
3. Employees covered by this Letter of Understanding may take part in workplace investigations in accordance with Article 23. However, they shall not discipline, terminate or promote other In-Scope employees.

This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION



Date: Oct 1/2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING #5

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: DUTY TO ACCOMMODATE

WHEREAS the Parties agree that the duty to accommodate is a joint responsibility between the Employer, the Union and the Employee;

THEREFORE the Parties agree to the following:

1. When the Employer is notified an Employee will be returning to work with limitations and restrictions the Union will be notified within ten (10) days when:
 - (a) the Employee cannot be readily accommodated; or
 - (b) the Employee requires a prolonged accommodation.
2. If, following initial notification of the Union, either party, or the Employee, can request a meeting to discuss options that are available. The purpose of this meeting is to collaborate at exploring options for accommodation.
3. The Parties will endeavor to find accommodation to the point of undue hardship.

This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION

[Redacted Signature Area]

Date: OCT 1 / 2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING #6

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

**RE: TRANSITIONAL PROVISIONS FOR EMPLOYEES MOVING INTO THE HSAA
BARGAINING UNIT**

The parties agree to the following transitional terms for *existing* Associated Ambulance employees that move from exempt positions, from non-unionized locations or from other bargaining units, into the HSAA Bargaining Unit as a result of a decision from the Alberta Labour Relations Board or from agreement between the parties.

Any Articles not specifically listed will be the same as the current collective agreement.

For a transition into the HSAA Bargaining Unit, the parties agree to meet to identify the following dates for each transition:

Implementation Date — Unless expressly addressed otherwise in this Letter of Understanding, the implementation date will be the date the Letter of Understanding is signed at which time the terms and conditions of the HSAA/Associated Ambulance collective agreement apply.

Benefit Implementation Date — The date upon which the Employee(s) will be covered by the HSAA Benefit plan as identified in the Collective Agreement.

Article 4: Membership and Dues

HSAA dues deductions from Employees shall take effect on the first pay period after the certification is amended and/or issued.

Article 8: Probation Period

Employees who, as of the implementation date, have not completed their probation shall serve the remainder of their probation to the maximum number of hours identified under their previous terms and conditions of employment, exclusive of overtime hours, from the date on which the current period of continuous employment commenced.

Article 15: Vacations with Pay

Vacation banks accrued up to the implementation date shall be maintained and transferred intact.

Article 16: Named Holidays

Floater Day banked up to the implementation date shall be maintained and transferred intact

Article 17: Sick Leave

Sick banks accrued up to the implementation date shall be maintained and transferred intact.

Article 20: Leaves of Absence

All Leaves as per the current collective agreement unless otherwise stated.

Employees Absent Due to WCB, STD, LTD, or Leave of Absence

For Employees who are absent due to Workers' Compensation, Short Term Disability, Long Term Disability, or approved Leave of Absence on the implementation date shall continue under previous terms and conditions of employment. The terms and conditions of the Associated Ambulance/HSAAs Collective Agreement and the transition provisions of this Letter of Understanding shall apply effective the date the Employee returns to work.

Article 39: Taxable Spending Account

Any monies in the Taxable Spending Account shall be maintained and transferred intact.

Article 42: Seniority

Seniority shall be the date Employees were hired into a full-time position with the Employer inclusive of recognized continuous service with a previous EMS entity. This does not apply to casual employees. Casual employee's seniority date will be established as per Article 42.01(c) of the current collective agreement.

Letters to Employees

Employees shall receive a letter from Associated Ambulance, copied to HSAAs, which shall include the following:

- (i) Confirmation of the implementation date of their transition;
- (ii) Employment status (i.e. regular full time, regular part time, temporary, or casual);
- (iii) FTE;

- (iv) Classification;
- (v) Increment level and basic rate of pay;
- (vi) Confirmation of the benefits enrollment date;
- (vii) Seniority date and date of hire (if different);
- (viii) Vacation entitlement level; and
- (ix) Current sick, vacation, and floater day banks.

Each employee shall have 60 consecutive calendar days from the date of notification of the information above to advise the employer, in writing, if the employee believes the information to be incorrect.

The parties agree to meet to discuss unique circumstances (hours of work arrangements, specific Letters of Understanding, local conditions, etc.) that may arise as a result of this Letter of Understanding.

Employees will receive an additional letter outlining significant changes, if any, to the benefits plan.

This Letter of Understanding will expire March 31, 2020, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION



Date: OCT 1 / 2018

Date: Sept 28, 2018

LETTER OF UNDERSTANDING #7

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: LOCAL CONDITIONS — ROCKY MOUNTAIN HOUSE

The Local Conditions for Rocky Mountain House specified in this Letter of Understanding will supersede related Articles, or portions thereof, in the Main Agreement

ARTICLE 9 - HOURS OF WORK AND SHIFT SCHEDULES

9.01 Regular hours of work, inclusive of meal periods, shall be:

- (a) Forty-eight (48) hours at work and ninety six (96) hours of rest as per Government of Alberta Employment Standards Variance to Extend Consecutive Hours of Work. If the noted permit is rejected by the Government of Alberta, the hours of work will be reviewed and re-negotiated by the parties.
- (b) twenty-four (24) hour shifts consisting of ten (10) core hours, eight (8) flex hours and six (6) hours of on call. Employees shall be compensated for eighteen (18) hours at their basic rate of pay in accordance with Salary Appendix "B", plus six (6) hours of on call in a twenty-four (24) hour period;
- (c) Annual paid regular hours are two thousand one hundred and ninety (2190).

9.05 Paid hours of work will be compensated as set out in Article 27 (Salaries) and the Salaries Appendix B

ARTICLE 11- ON-CALL DUTY

11.04 An Employee who is called back to duty after the completion of hours in accordance with Article 9.01, all hours worked during call-back will be at two times (2X) the regular rate of pay, for a minimum of one (1) hour or the total hours worked, whichever is greater. Should the Employee receive another call-back within the timeframe of the first call-back, it shall be continuous with the first call-back. An Employee called back to duty shall be permitted to leave when normal conditions have been restored.

ARTICLE 15: VACATION WITH PAY

15.01 Vacation Entitlement

The rate at which vacation is earned shall be governed by the length of such employment as follows:

- (a) During the first and second year of employment, Employees shall earn a vacation of one hundred and twenty (120) hours - (18 hour paid shifts = seven (7) days off);
- (b) During the third and fourth year of employment, Employees shall earn a vacation entitlement of one hundred and forty four (144) hours;
- (c) During the fifth and sixth year of employment, Employees shall earn a vacation entitlement of one hundred and eighty (180) hours;
- (d) During the seventh, eighth and ninth year of employment, Employees shall earn a vacation entitlement of two hundred and sixteen (216) hours;
- (e) During the tenth and subsequent years of employment, Employees shall earn a vacation entitlement of two hundred and forty (240) hours.

ARTICLE 17: SICK LEAVE

17.02 When an Employee has completed their probationary period they shall be allowed a credit for sick leave computed from the date of employment at a rate of twelve (12) hours for each full month to a maximum credit of one hundred and forty four (144) hours provided however, that an Employee shall not be entitled to apply sick leave credits prior to the completion of their probationary period.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION

[Redacted Signature Area]

Date:

OCT 1 / 2018

Date:

Sept 28, 2018

LETTER OF UNDERSTANDING #8

BETWEEN

**ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS**
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: TRANSITION OF BENEFITS

WHEREAS there is a necessity to change the Benefit Plan; and

WHEREAS the Employer endeavors to introduce the new plan (New Benefit Plan) that is fair and equitable to the Employees and to the Employer; and

WHEREAS it is recognized by both Parties the New Benefit Plan offers clear financial advantages for Employees who are receiving Short Term Disability (STD) and Long-term Disability (LTD) benefits: and

WHEREAS the average amount of subsidy per Employee, the Employer has been paying for STD and LTD premium is seven hundred twenty-five (\$725.00) dollars per year; and

WHEREAS the Employer has proposed to compensate for the change by adding this previous subsidy of seven hundred twenty-five (\$725.00) dollars to the Taxable Spending account to bring the total amount of this account to two thousand six hundred (\$2,600.00) dollars per year;

THEREFORE the Parties can agree to the following transition plan:

1. The change in the benefit plan (New Benefit Plan) will come into effect the first of the month following the first full month after ratification.
2. For those Employees who have a Taxable Spending Accounts as of the Date of Ratification, their accounts will be adjusted upon implementation of the New Benefit Plan including:
 - (a) A payment of five hundred twenty-five (\$525) dollars prior to October 1, 2018 to allow Employees to pay the 2019 Alberta College of Paramedic dues before the end of December 2018; and
 - (b) A prorated amount of the \$1,075.00 for the months remaining in 2018; and

(c) For Employees who have been paying premiums for their STD and LTD greater than the average of \$725.00 per year:

(i) A lump sum payment in each pay period to offset the difference in premiums.

(ii) This lump sum payment will be calculated based on the premium amount as of the Date of Ratification.

(iii) This payment will expire March 31, 2020.

3. The New Benefit Plan will be fully implemented as of January 1, 2019.

4. Should the Parties want to adjust the Transition Agreement, it can be referred to the Committee on Health Benefits.

5. This Letter of Understanding will expire March 31, 2020.

ON THE BEHALF OF THE EMPLOYER

ON THE BEHALF OF THE UNION

[Redacted Signature Area]

Date: OCT 1 / 2018

Date: Sept 28, 2018

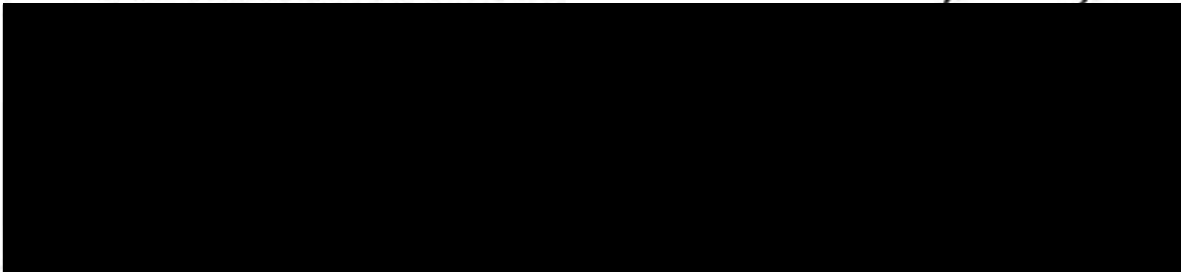
APPENDIX A - SALARY SCALE

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Division Supervisor (ACP)												
April 1, 2016	\$38.56	\$39.47	\$40.39	\$41.26	\$42.66	\$43.56	\$44.44	\$45.33	\$46.66	\$48.53	\$50.48	\$52.49
April 1, 2017	\$38.56	\$39.47	\$40.39	\$41.26	\$42.66	\$43.56	\$44.44	\$45.33	\$46.66	\$48.53	\$50.48	\$52.49
April 1, 2018	\$38.56	\$39.47	\$40.39	\$41.26	\$42.66	\$43.56	\$44.44	\$45.33	\$46.66	\$48.53	\$50.48	\$52.49
April 1, 2019	Wage Re-opener											
Division Supervisor (PCP)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
April 1, 2016	\$29.14	\$30.05	\$30.94	\$31.86	\$33.21	\$34.52	\$35.85	\$37.17	\$38.65	\$40.21	\$41.82	\$43.48
April 1, 2017	\$29.14	\$30.05	\$30.94	\$31.86	\$33.21	\$34.52	\$35.85	\$37.17	\$38.65	\$40.21	\$41.82	\$43.48
April 1, 2018	\$29.14	\$30.05	\$30.94	\$31.86	\$33.21	\$34.52	\$35.85	\$37.17	\$38.65	\$40.21	\$41.82	\$43.48
April 1, 2019	Wage Re-opener											
Advanced Care Paramedic	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
April 1, 2016	\$34.42	\$35.24	\$36.07	\$36.85	\$38.09	\$38.90	\$39.68	\$40.47	\$41.68	\$43.35	\$45.08	\$46.89
April 1, 2017	\$34.42	\$35.24	\$36.07	\$36.85	\$38.09	\$38.90	\$39.68	\$40.47	\$41.68	\$43.35	\$45.08	\$46.89
April 1, 2018	\$34.42	\$35.24	\$36.07	\$36.85	\$38.09	\$38.90	\$39.68	\$40.47	\$41.68	\$43.35	\$45.08	\$46.89
April 1, 2019	Wage Re-opener											
Primary Care Paramedic	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
April 1, 2016	\$26.01	\$26.82	\$27.61	\$28.45	\$29.65	\$30.83	\$32.01	\$33.19	\$34.50	\$35.89	\$37.32	\$38.82
April 1, 2017	\$26.01	\$26.82	\$27.61	\$28.45	\$29.65	\$30.83	\$32.01	\$33.19	\$34.50	\$35.89	\$37.32	\$38.82
April 1, 2018	\$26.01	\$26.82	\$27.61	\$28.45	\$29.65	\$30.83	\$32.01	\$33.19	\$34.50	\$35.89	\$37.32	\$38.82
April 1, 2019	Wage Re-opener											
Casual ACP												
April 1, 2016	\$40.00											
April 1, 2017	\$40.00											
April 1, 2018	\$40.00											
April 1, 2019	Wage Re-opener											
EMR	Step 1	Step 2	Step 3	Step 4	Step 5							
April 1, 2016	\$20.41	\$21.19	\$22.01	\$22.82	\$23.62							
April 1, 2017	\$20.41	\$21.19	\$22.01	\$22.82	\$23.62							
April 1, 2018	\$20.41	\$21.19	\$22.01	\$22.82	\$23.62							
April 1, 2019	Wage Re-opener											

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS COLLECTIVE AGREEMENT BY AFFIXING HERETO THE SIGNATURES OF THEIR PROPER OFFICERS IN THAT BEHALF.

ASSOCIATED AMBULANCE &
SERVICES (WHITECOURT), LTD.,
ATHABASCA, BARRHEAD, BOYLE,
EDSON, HINTON, JASPER, NORDEGG,
RIMBEY, ROCKY MOUNTAIN HOUSE
AND WHITECOURT STATIONS

ON BEHALF OF THE HEALTH
SCIENCES ASSOCIATION OF
ALBERTA



Date: OCT 1 / 2018

Date: Sept 28, 2018.